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ABSTRACT

This package of instructional materials is designed to aid adults in prison to perform the functional skill of applying for food stamps. The materials consist of instructions for teachers, a sample application for food stamps, a student's work sheet and answer sheet, vocabulary flash cards, and resource materials on food stamps. (MKM)

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FOOD STAMPS

Learning Packet Number 2

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1705 DeSales Street, N.W. Washington, D.C. 20036 (202) 223-5688

CS 002 042

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AMERICAN BAR ASSOCIATION

1705 DE SALES STREET, N.W., WASHINGTON, D.C. 20036 TELEPHONE (202) 223-5686

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Leah Curry-Rood
Assistant to the Director

July 7, 1975

Dear Correctional Educator:

Enclosed you will find a complimentary learning packet on Food Stamps. This packet is for instructors to use with reading students in whatever way they consider most productive. Educators should feel free to use all or only part of the packet. Any supportive material should be added at the instructor's discretion.

This packet was designed to help the student to read, understand and complete food stamp applications. This is an essential skill to cope with todays' economy. It is critical for an offender's family to know of these benefits and for ex-offenders to be familiar with the skill for possible use upon release.

Learning packets can be designed for any functional skill that students may want or need. Some possible subjects for individuals in correctional custody are reading the classified ads; reading the yellow pages; preparation for the written driver's license examination; mastery of forms such as social security, W-2's, 1040's, etc.; understanding guarantees for tires, appliances, etc.; paycheck comprehension; recipe utilization; and, emergency word recognition. Learning Packet Number 1 - Job Application is also available through the Clearinghouse. Additional packets are being developed by the Clearinghouse on rental/loan agreements and guarantees/warranties. This packet and the ones to follow are models for teachers to use. We hope it will be an aid in developing your own packets to better meet the learning needs of each student.

If you have questions about using this material or want specific help with any reading problem, please contact me at the Clearinghouse.

Sincerely,

Jane Walker

Jane E. Walker
Assistant Director

INSTRUCTIONS TO THE TEACHER

1. Cut the sheets of vocabulary words into flash card size. Note that the cards have words on both sides. The underlined words are those to be learned by the student for the functional skill presented in the packet. If a student does not know many of the words, a suggestion might be to divide the flash cards (corresponding to those words he/she does not know) into small groups of seven. The student should be given the leeway to select the words in the order he/she wishes to learn them. By dividing the words into smaller groups, the student will not be frustrated by a huge stack of unknown words. Time needed to learn the words will vary. Some blank flash cards are enclosed for additional words.

2. Labeling and design of the packet's cover is encouraged. Suggestions might be-same color code ink as inside and cutouts from magazines depicting the skill or some area of it.

3. All materials in the packet and the packet's cover should have the same color code. The color code will allow your students to replace the materials easily into the correct packet. Additional packets can be coded in various colors.

4. If you have access to a copy machine, you could make two xerox copies of this application. Use the first application for a pre-test to determine in what areas the student needs practice. The second form could be the actual working copy. The third use as a post-test to determine if the student gained the skills he/she needed. If you are unable to duplicate the application the students could simply work on another sheet of paper so the application could be used again by others.

5. The packet is designed so that the student has very concise learning material with which to deal. Exercises and answers are included in the packet. These exercises are divided into three sections: A) Vocabulary, B) Questions, and C) Activities. We recommend that they be undertaken in the sequence presented. There are two sets of student work and answer sheets, one for the instructor's use and the other for the student. Any material can be reproduced.

A. Vocabulary

1) Use the flash cards with an individual or a group of students - with students reversing roles (vocabulary words vs. definitions) until students are familiar with pronunciation and recognition of words. The reading load is based on the actual food stamp application. The words are approximately on the 8.0 reading level. For students reading below this level more teacher/tutor involvement will be necessary. The estimated time to complete each learning area will vary according to the students' reading abilities, with each section written at a different level. One of the most workable ways to gear this learning material to those students on a lower vocabulary level is to record a casette tape which directly follows the application and the student's work and answer sheets.

2) Explain the alphabetizing principle to students, i.e., will need this skill to use the yellow pages, phone book, etc. Have the individual or group alphabetize the vocabulary words.

3) Have each student (individual or group) use the words in an oral sentence.

B. Questions

These three levels of questioning are designed to help students acquire understanding of the subject. Each level employs different skills and different thought processes. More thought is required. The questioning will increase the students comprehension skills. Guide your student(s) through this section. (In your own design of future packets an attempt should be made to make questions relevant to the actual application of the contents of the packet.)

The levels of questioning are listed below:

LEVEL I	Factual - Finding facts from the learning materials
LEVEL II	Interpretation - Paraphrasing & reordering ideas from the material
LEVEL III	Projection - relating the information on the learning material to other things. Going beyond the learning material.

C. Activities

Resource materials are enclosed for additional information relating to all the learning activities, and to assist the student in developing a better understanding of the food stamp program. Additional copies of the materials may be ordered from the address found on each

Supplemental Materials included in the packet:

a. Shopping with Food Stamps - Program Aid No. 1109
b. Food stamp Program - Program Aid No. 930
c. Food Stamp Facts - Allotments and Purchase Requirements - FNS70
d. Food Stamp Facts - Eligibility Requirements - FNS72
e. Food Stamp Facts - Household Income Deductions - FNS74
f. Food Stamp Facts - Meals on Wheels - FNS75
g. Food Stamp Facts - Diaster Situations - FNS99
h. Food Makes the Difference - Ideas for Economy-Minded Families - Program Aid 934
i. FNS Facts: Special Supplemental Food Program for Women, Infants & Children-FNS131
j. Food Stamp Program - Spanish Version - FNS77-S
k. Food Stamps For You - Comic Version - FNS119
l. FRAC'S Guide to the Food Stamp Program

Note: Remember that food stamp applications are different in each office. This sample application should adequately prepare a person to complete a similiar form.

Help your students with these activities. Initiate beginning conversation.

1. Work with students to locate the food stamp office in the phone directory. The office is usually listed under an area of government, i.e. city, county, or state. The actual listing will usually not be entitled "Food Stamps", but will be listed under a related area that issues the stamps, i.e. Human Resources Department, Social Service Administration, Welfare Agency, etc.

2. Discuss with students possible diaster situations and the eligibility requirements to receive food stamps during a diaster. Utilize form FNS-99 in this discussion.

3. Discuss how the program is offered in cities. Use form FNS-75.

4. A person can request a fair hearing orally but encourage students to make a written request to the food stamp office. Use pages 13-15 in the FRAC booklet. The head of the household or someone he/she may appoint asks for the hearing. The food stamp office must notify an applicant 10 days before it takes any action to keep them from receiving food stamps.

5. Encourage students to use the sheet Food Makes a Difference - P.A. No. 934. Check menu's for balance between food groups. Discuss nutrition, buying, storage, etc. of food to achieve the best service. Utilize Shopping With Food Stamps - P.A. No. 1109 and the Food Stamp Program - P.A. No. 930.

6. Give the student a monthly total pay figure to use as his/her income. Utilize pages 16-18 in FRAC'S Guide to the Food Stamp Program to help the student understand how to figure income. This is a most important activity so sufficient time should be allowed to work through all the steps.

7. Use the FNS-70 sheet: Allotments and Purchase Requirements to calculate the amount of food stamps the student will receive and the cost of the stamps.

   Note: Amount of allotments change periodically. Thus it is important to obtain new figures from the food stamp office closest to you.

8. Encourage the students to be creative in the design of the food stamp coupons. FRAC'S Guide to the Food Stamp Program and Food Stamps For You give ideas of actual food stamps and the denominations. Use role playing in this situation. As of March 1, 1975 the Food Stamp series is coded and in these denominations, $1.00 - brown, $5.00 - purple, and $10.00 blue-green, with a bicentennial theme. Encourage students to make their own design rather than duplicating stamps.

S A M P L E

APPLICATION FOR FOOD STAMPS

1. Head of Household _____
   First Middle Last

2. Case Number _____
   (office use only)

3. Home Address _____
   Number Street

   _____
   City State Zip Code

   Post Office Box (if used) _____

4. Home Telephone Number _____

5. Social Security Number _____

6. Do you cook at home? Yes _____ No _____

7. List below all persons who live in the household: (Use additional sheet if needed).

First and Last Name	Age or Birth Date	Relationship to Head of Household (son, cousin, mother-in-law, etc.) If not a member of family write "none"

8. Are non-related boarders living in the household? Yes _____ No _____
   If yes, list them by name and show the amount paid for board each month.

   _____ $ _____

   _____ $ _____

   _____ $ _____

9. Are there related persons in the household who only pay a set amount for board? Yes_____ No_____ If yes, list them by name and show the amount paid for board each month.

_____ $_____

_____ $_____

_____ $_____

10. Are roomers living in the household? Yes_____ No_____. If yes, list them by name and show the amount paid for room each month.

_____ $_____

_____ $_____

_____ $_____

11. Does someone not related to the family live in the household for nursing care or child care reasons? Yes_____ No_____

If yes, list the person's name _____

12. List below income and deductions for all persons who live in the household:

Full Name of Person Receiving Income or Money	Source of Income (give name and address of employer)	Gross Income. How often received. (weekly, 2 wks, mo.)	Deductions			
			Fed. Income Tax	State Income Tax	Social Security or Retirement	Other (Specify)
		$	$	$	$	$
		$	$	$	$	$
		$	$	$	$	$

13. Does someone other than a member of the household pay for any household expenses? Yes_____ No_____ If yes, list below:

Name of Person Paying the Expense	Expense	Amount
		$
		$
		$

14. List Monthly Expenses:

A. Monthly shelter expenses:

1. House payment or rent.....$_____

2. Utilities if not a part of the rent payment:

Oil and Gas.....$_____

Electricity.....$_____

Water.....$_____

Other (Specify).....$_____

3. Real Estate taxes on the home.....$_____

4. Basic service fee for one telephone.....$_____

B. Monthly medical expenses:

1. Physician and dental services.....$_____

2. Hospitalization or nursing care.....$_____

3. Health insurance and medicare.....$_____

4. Prescription drugs.....$_____

5. Other (specify).....$_____

_____

C. Continuing monthly payments for the care of a child by another person when necessary for a household member to work outside the home.....$_____

D. Mandatory tuition:

When is this paid?_____

To whom is this paid?_____

For whom is this paid?_____

How much are these fees?_____$_____

E. Monthly unusual expenses:

1. Replacement or repair of property damaged or lost through vandalism, fire, theft, flood, storms, etc.....$_____

2. Funeral expenses paid by person in the household.....$_____

3. How many months do you expect to pay this expense?

_____

15. Savings. List the resources of all persons living in the household as reported in item 7, and anyone not in the family living in the household for nursing care or child care reasons.

a. Cash on hand.....$_____

b. Money in checking or savings accounts.....$_____

C. U.S. savings bonds and other stocks and bonds.....$_____

d. If the household owns any of the items listed below, list income received from such property and its value:

List real property such as buildings, land, etc., but not the home in which the household lives:

Property	Income	Value
	$	$
	$	$

16. Personal Property. List personal property, such as boats, cars, aircraft,etc. but not furniture, appliances, clothing, etc.

Property	Income	Value
	$	$
	$	$

17. Credit Cards. Does anyone in the household have a credit card in the name of a person who is not a household member? Yes_____No_____ If yes, list the type of card. (Gas, department store, etc.)

_____

_____

18. Tax Dependency.

A. Number of dependents claimed _____.

B. Is anyone in the household 18 years or older being claimed as a tax dependent (this year or last year)of a person who lives someplace else? Yes_____ No_____

1. If yes, give the name of the tax dependent and the name and address of the taxpayer:

Name of tax dependent_____

Name of tax payer_____

Address of taxpayer_____

18. Tax Dependency (Cont'd)

2. Is the taxpayer certified to participate in the Food Stamp or Food Distribution Program? Yes_____ No_____Do not know_____

19. At the time of the interview a Work Registration Form must be completed for each person in your food stamp household who is between the ages of 18 and 65 EXCEPT for persons employed at least 30 hours per week, and persons unable to accept work and tell why. (For example, physically disabled, students, or persons caring for dependent children, etc.)

_____ _____

_____ _____

_____ _____

20. If you are physically unable to come in, attach a signed and dated statement naming the person who will apply for you.

21. Does anyone in the household 60 or over, disabled or feeble, plan to buy meals from a delivered meal service with food stamps? Yes_____ No_____

If so, list their names:_____ _____ _____

_____ _____

22. If you receive a public assistance check, do you want to have the money you pay for food stamps subtracted from your check and the food stamps mailed to you?

Yes_____ No_____

23. REMARKS:

_____ _____

_____

_____ _____

_____

I certify that I have read this application, or it has been read to me, and that the information given is true and correct to the best of my knowledge and belief. I understand it is my duty to report any change in income resources, or living arrangements to the food stamp or assistance office immediately or no later than five days and that I should report to the food stamp office if I plan to move from the county or project area because I may be eligible to receive food stamps in the area to which I am moving. I also understand that I may request a review of the decision made on my Application for food stamps, and I may request a fair hearing concerning any action which I consider unfair within 15 days of such action. I authorize the Department of Human Resources to verify any of the information given herein and realize that failure to report the true facts of my financial status and living arrangements could lead to fine or imprisonment or both.

_____ _____

Date Signature of head of household, spouse or authorized representative

(Each state has a different application for food stamps. This sample asks the questions usually found on any food stamp application.)

FOOD STAMPS

Student's Work Sheet

A. Vocabulary

1. Go through the application word by word. Circle the words you do not know and find them on the vocabulary cards. If you cannot find a card with a word, print the word on a blank card.

With the flash cards, make a stack of words you know and those you don't. Divide the stack of words you do not know into small groups of 7. Then by yourself or with another student, a teacher or a tutor, practice the words until you recognize them by sight and can say them. Take turns holding and answering the cards with the other person.

2. Arrange your group of vocabulary words in alphabetical order.

3. Use each vocabulary word in a sentence. Say the sentence to another student, tutor or teacher. The sentence must make the word clear in meaning.

B. Questions

Level I

1. Does this application ask how much you pay for telephone service?
2. In the section called monthly expenses are you asked to include money spent on child care?
3. What can you do if you are unable physically to go into the food stamp office?
4. If you receive a public assistance check can you also receive food stamps?
5. Does the application ask for your social security number?
6. What do you write for number 2 on the first page of the application?

Level II

1. Why would the food stamp office want to know if you cooked at home?
2. If you had a son who was 16, would he have to have a work registration form?
3. Why must you sign your name at the end of the application?
4. Where would you list your Uncle Allen who often eats with you and pays you $15.00 each month?
5. You have three phones in your home how much can you write in for bills?

Level III

1. What is a "household" ?

2. List some possible "resources".

3. Define "income".

4. Explain the term "fair hearing".

5. The last page of the application has a small paragraph. Please explain what it says in your own words.

C. Activities

1. Locate the food stamp office in the phone bock. Record how it is listed, it's address and telephone number.

2. Explain how you would collect food stamps if you lost your home in a fire.

3. Your grandfather is 67 years old and confined to a wheel chair. Explain the special program that will issue food stamps to him.

4. Compose a statement saying you want a "fair hearing" and why. Discuss with other students, tutors and teacher your rights in a "fair hearing".

5. Design menus for four people for a weeks meals.

6. Figure a sample income using the chart in the FRAC booklet on page 16.

7. Using the Allotments and Purchase Requirements Sheet find out if you are eligible for food stamps. If you are - what will your allotment be and how much will you pay for them.

8. Design a sample booklet of food stamp coupons. By yourself or with other students plan a shopping list for 4 people for a weeks time. (Use menu from #5). Figure the total bill and which coupons you will give to the checker at the grocery store.

FOOD STAMPS

Student's Work Sheet

A. Vocabulary

1. Go through the application word by word. Circle the words you do not know and find them on the vocabulary cards. If you cannot find a card with a word, print the word on a blank card.

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FOOD STAMPS

Student's Answer Sheet

A. Vocabulary

1. You will have answered this question correctly if you followed the directions.

2. Word list in alphabetical order.

1. accept
2. action
3. additional
4. aircraft
5. amount
6. any
7. appliances
8. application
9. apply
10. attach
11. authorize
12. basic
13. belief
14. between
15. board
16. boarders
17. boat
18. cash
19. certify
20. change
21. child care
22. claimed
23. completed
24. concerning
25. consider
26. cont'd.
27. correct
28. county
29. credit cards
30. damaged
31. decision
32. deductions
33. delivered
34. dental
35. dependency
36. dependents
37. department
38. distribution
39. duty
40. electricity
41. eligible
42. employer
43. etc.
44. example
45. except
46. expense
47. failure
48. fair hearing
49. family
50. federal income tax
51 fee
52. feeble
53. financial status
54. flood
55. full name
56. funeral
57. furniture
58. gas
59. gross
60. head of household
61. health insurance
62. hospitalization
63. household
64. household member
65. house payment
66. how often
67. immediately
68. imprisonment
69. income
70. income resources
71. items
72. list
73. lost
74. mandatory
75. medicare
76. medical expenses
77. member
78. monthly
79. none
80. non-related
81. nursing care
82. oil
83. on hand
84. other
85. outside
86. paid
87. participate
88. pay
89. personal property
90. persons
91. physically disabled
92. physician
93. prescription
94. project area
95. property
96. public assistance
97. real estate
98. real property
99. reasons
100. receiving
101. registration
102. related
103. relationship
104. rent
105. repair
106. replacement
107. representative
108. resources
109. retirement
110. room
111. roomers
112. savings bond
113. sheet
114. shelter
115. signature
116. signed
117. social security
118. someone
119. source
120. specify
121. spouse
122. state income tax
123. statement
124. stocks
125. subtracted
126. taxes
127. taxpayer
128. theft
129. true
130. tuition
131. type
132. unable
133. value
134. vandalism
135. verify

3. Check the meanings on the back side of the vocabulary cards to be certain you are using the word correctly. Here are some possible sentences for each word. These sentences have the new word in alphabetical order.

1. Would Carl be able to accept a printing job for Thursday afternoon?
(31) 2. Sara did not agree with the answer so she took action against the court's decision.
(113) 3. Use an additional sheet of paper as your answer will be long.
4. A TWA plane is an aircraft.
5. What amount of money do you still owe on the dress?
6. Any of those people at the table can help you.
7. If you will be gone from home for several weeks, it is a good idea to unplug your appliances.
8. You must fill out an application for that job.
9. Can anyone apply for that job?
10. Attach a picture of yourself to the application.
11. Please authorize this check so I can cash it.
12. The basic ingredient is milk.
13. It is my belief that you will do an excellent job.
14. Fred will meet Mr. Jones at the bike shop between 3:00 p.m. and 4:00 p.m.
(110) 15. Frank lives at the Mitchell's house and pays for board and room.
16. The Jones family has three boarders living in their house.
17. The small boat sailed easily across the lake.
(88) 18. It is necessary to have cash to pay the man.
19. She will certify that it is indeed true.
(77) 20. If you change your address you must notify a member of the board.
(46) 21. Mary works so she must pay child care expense each week.
(36) 22. He claimed he has two dependents relying on him.
23. When you have completed the form take it to the man at the desk.
(128) 24. Don't do anything yet concerning the theft.
25. Remember to consider how much time it took you to make the painting.
26. Often at the top of the second page if the section isn't finished, you will find the abbreviation cont'd.
27. Correct your own paper.
28. Frank lives near me in the same county.
29. Use one of the credit cards at the store.
(57) 30. The fire damaged their furniture.
31. See number 2
(126) 32. If you have a wife and children you can count them as deductions for taxes.
33. The mail man delivered the mail early Wednesday.
34. He has a bad tooth ache and other dental problems.
35. The number of dependencies effects the amount of food stamps a family can receive.
36. See number 22
37. Ray works in a different department of the school than Joseph.
38. Each morning there is a distribution of clean clothing.
39. It is your duty to tell the truth.
40. The television is run by electricity.
41. Brian will be eligible for parole in 3 more weeks.
42. Your employer can give you a raise.
43. On Saturday we do all the cleaning, dusting, etc. necessary to keep the game room in order.
44. This sentence is an example of how to use the word.
45. Everyone went to the movie except Frank.
46. See number 21

47. You can get into trouble for failure to tell the truth.
48. Bob did not agree that he should lose his food stamps so he applied for a fair hearing.
49. Everyone in the family drinks milk.
50. Anyone who works pays federal income tax.
51. There is a fee to attend the class.
52. His grandfather has become feeble in the last few weeks.
53. Your financial status is better than mine.
54. The river is at flood level.
(116) 55. She signed her full name.
56. His sister's funeral was last week.
57. See number 30
58. Gas prices are going up.
59. My gross pay is much more than my take home pay.
60. Ruth is the head of her household as no one else supports them.
61. Bill spent 2 days in the hospital but he did not have to pay all the expenses as he has health insurance.
62. Does your insurance company offer hospitalization benefits?
63. How many people are in your household?
64. Is Mary counted as a household member since she is only there on weekends?
(66) 65. How often do you make a house payment?
67. You must pay this bill immediately!
68. If you lie you may be faced with imprisonment.
69. How much money you receive is your income.
70. All of the money coming into your use is called income resources.
(72) 71. There are twelve items on the list to buy.
73. He lost his wallet.
74. The printing class was mandatory for anyone in that job .
75. My father receives medicare money while he is in the hospital.
76. Alice's medical experses were not so much for the broken arm.
77. See number 20.
(104) 78. You must pay the rent bill monthly.
79. None of the women in the class could attend last week.
80. Unless he is part of your family he is a non-related person.
81. Uncle Charles received good nursing care while his hip mended.
82. Change the oil in your car every 5 months.
83. Do you always have cream on hand?
84. I will take the other ticket.
85. The flowers are outside the fence.
86. She paid the money back that she had borrowed.
87. Anyone can participate in the card games.
88. See number 18
89. The cars are his personal property.
90. Three persons forgot to answer the question.
91. Bob was physically disabled during the war.
92. His physican gave him a shot for the illness.
93. Take the prescription to the drugstore to be filled.
94. Both of these buildings and the play ground are in the project area.
95. The land is his property.
96. The Bert family receives public assistance help to live.
97. Do you own any real estate?
98. This land and the buildings on it are known as real property.

99. Tell me the reasons you need food stamps.
100. Both Wanda and Tom are receiving food stamps.
101. You must have a registration number to apply.
102. You are related to your children.
103. What is the relationship between Harry and Marge?
104. See number 78
105. Can you repair the broken chair?
106. Mary will be a replacement for Carla in the ball game.
107. Mike is a representative from the south wing of the building.
108. From what resources can you get money?
109. Many people are bored during their first years of retirement.
110. See number 15
111. Barbara has a notice ROOMERS wanted for her house during the fair.
112. During the war many people bought savings bonds so they could save money.
113. See number 3
114. Your home is a shelter for you against bad weather.
115. It is always necesary to put your signature at the end.
116. He signed the release paper yesterday.
(118) 117. Someone who does not have a social security number cannot work.
119. From what source did you hear that story.
120. Specify which jobs you are interested in.
121. Please bring your spouse to the party.
122. You must pay state income tax from each paycheck.
123. This is a true statement.
124. Do you have any stocks or bonds for income?
125. He subtracted how much the tax was from his salary.
126. See number 32
127. If you have an income you are a taxpayer.
128. See number 24
129. You have said this is true.
130. The money to attend school is called tuition.
131. What type of job were you looking for?
132. He was unable to attend the meeting.
133. What is the value of the coin?
134. Vandalism at the shop has made us close it.
135. Please verify your name.

B. Questions

Level I

1. Yes
2. Yes
3. Send another person with a letter explaining why you can't attend. The letter must be dated and name the person who is applying for you.
4. Yes
5. Yes
6. Nothing; this is for office use.

Level II

1. The office would want to know if you cooked rather than eating out.
2. No; too young; 18-65 must register.
3. Signing your name is the legal way of stating what you've said is true.
4. Uncle Allen would be listed under #9 as he is related to you and pays a set amount for board.
5. The application says that you may include basic service of one phone.

Level III

1. A household is a group of people except roomers and boarders who; 1)shares common cooking facilities; 2) usually buys food together and; 3) lives together as an economic unit. It does not matter whether the people are related.
2. Resources are the things you own. This includes cash, checking/savings account, insurance settlement, prizes,total Social Security payments. The following things are not resources: house you live in, land you live on, car, personal belongings, household goods, value of insurances, tools, resources of a boarder or roomer, trust funds.
3. This refers to monthly income. - All income received by all members of a household from all sources. The following things are not income; irregular income, money earned by a person under 18 who is a student (at least half time), money received from urban renewal; money from loans, income received by roomers or roomers payments received by volunteers for services performed in any ACTION program.
4. If the food stamp office would decide something against you you have the right to publically disagree with them. This is called a fair hearing and during this meeting you can tell your side of the story.
5. This statement simply means that you legally state everything you have said on the application is the truth. That you should let the food stamp office know where you are living and if you question a decision about your receiving food stamps that you apply for a "fair hearing".

C. Activities

1. The answer to this question will depend on how the food stamp office is listed in your phone book. It may be listed under a city, county or state government heading. Most often the office is not listed under the title "Food Stamps", but rather under the name of the government agency that distributes the stamps. Some possible titles might be Human Resources Department, Social Services Administration, and Welfare Agency.
2. Use sheet FNS-99 for this answer. Under normal procedures a household can be certified for food stamps up to a month without cost.
3. See food stamp fact sheet FNS-75. The Meals-on-Wheels Program is available to people 60 or over who are physically handicapped, feeble or cannot prepare their own meals. Food stamps can be used to pay for these meals.
4. The fair hearing statement only has to be a sentence saying why you want a fair hearing. "I was denied food stamps."

   Rights: a. to have someone represent you at the hearing (lawyer, social worker, friend, anyone you choose.
   b. to bring a witness to support your arguments.
   c. to prepare for hearing - to look at documents that might be used in the hearing.

d. to ask questions of witnesses brought by the food stamp office.
e. 10 days notice of revoking food stamps.
f. continue receiving stamps after you've requested a fair hearing.
g. final decision on your hearing within 60 days of when you requested the hearing.

5. Good nutritious food and a balance from each of the four food groups should be included. The answer will depend upon the food likes and dislikes of the people in your group.

6. Be certain to follow the example income on pages 16-17 in FRAC'S Guide to the Food Stamp Program. Begin with a monthly income figure determined by you and your instructor.

7. The allotment and purchase amount will vary according to what your monthly income is. Use pages 16-18 in the FRAC booklet plus the allotment-purchase sheet FNS-70 to help you determine the answers.

8. Refer to FRAC'S Guide to the Food Stamp Program and the brochure Food Stamps For You to see what actual food stamps are like. Be creative in design. Your answer will depend upon how much you spend for the week's food.

FOOD STAMPS

Student's Answer Sheet

A. Vocabulary

1. You will have answered this question correctly if you followed the directions.

2. Word list in alphabetical order.

1. accept
2. action
3. additional
4. aircraft
5. amount
6. any
7. appliances
8. application
9. apply
10. attach
11. authorize
12. basic
13. belief
14. between
15. board
16. boarders
17. boat
18. cash
19. certify
20. change
21. child care
22. claimed
23. completed
24. concerning
25. consider
26. cont'd.
27. correct
28. county
29. credit cards
30. damaged
31. decision
32. deductions
33. delivered
34. dental
35. dependency
36. dependents
37. department
38. distribution
39. duty
40. electricity
41. eligible
42. employer
43. etc.
44. example
45. except
46. expense
47. failure
48. fair hearing
49. family
50. federal income tax
51 fee
52. feeble
53. financial status
54. flood
55. full name
56. funeral
57. furniture
58. gas
59. gross
60. head of household
61. health insurance
62. hospitalization
63. household
64. household member
65. house payment
66. how often
67. immediately
68. imprisonment
69. income
70. income resources
71. items
72. list
73. lost
74. mandatory
75. medicare
76. medical expenses
77. member
78. monthly
79. none
80. non-related
81. nursing care
82. oil
83. on hand
84. other
85. outside
86. paid
87. participate
88. pay
89. personal property
90. persons
91. physically disabled
92. physician
93. prescription
94. project area
95. property
96. public assistance
97. real estate
98. real property
99. reasons
100. receiving
101. registration
102. related
103. relationship
104. rent
105. repair
106. replacement
107. representative
108. resources
109. retirement
110. room
111. roomers
112. savings bond
113. sheet
114. shelter
115. signature
116. signed
117. social security
118. someone
119. source
120. specify
121. spouse
122. state income tax
123. statement
124. stocks
125. subtracted
126. taxes
127. taxpayer
128. theft
129. true
130. tuition
131. type
132. unable
133. value
134. vandalism
135. verify

3. Check the meanings on the back side of the vocabulary cards to be certain you are using the word correctly. Here are some possible sentences for each word. These sentences have the new word in alphabetical order.

1. Would Carl be able to accept a printing job for Thursday afternoon?
(31) 2. Sara did not agree with the answer so she took action against the court's decision.
(113) 3. Use an additional sheet of paper as your answer will be long.
4. A TWA plane is an aircraft.
5. What amount of money do you still owe on the dress?
6. Any of those people at the table can help you.
7. If you will be gone from home for several weeks, it is a good idea to unplug your appliances.
8. You must fill out an application for that job.
9. Can anyone apply for that job?
10. Attach a picture of yourself to the application.
11. Please authorize this check so I can cash it.
12. The basic ingredient is milk.
13. It is my belief that you will do an excellent job.
14. Fred will meet Mr. Jones at the bike shop between 3:00 p.m. and 4:00 p.m.
(110) 15. Frank lives at the Mitchell's house and pays for board and room.
16. The Jones family has three boarders living in their house.
17. The small boat sailed easily across the lake.
(88) 18. It is necessary to have cash to pay the man.
19. She will certify that it is indeed true.
(77) 20. If you change your address you must notify a member of the board.
(46) 21. Mary works so she must pay child care expense each week.
(36) 22. He claimed he has two dependents relying on him.
23. When you have completed the form take it to the man at the desk.
(128) 24. Don't do anything yet concerning the theft.
25. Remember to consider how much time it took you to make the painting.
26. Often at the top of the second page if the section isn't finished, you will find the abbreviation cont'd.
27. Correct your own paper.
28. Frank lives near me in the same county.
29. Use one of the credit cards at the store.
(57) 30. The fire damaged their furniture.
31. See number 2
(126) 32. If you have a wife and children you can count them as deductions for taxes.
33. The mail man delivered the mail early Wednesday.
34. He has a bad tooth ache and other dental problems.
35. The number of dependencies effects the amount of food stamps a family can receive.
36. See number 22
37. Ray works in a different department of the school than Joseph.
38. Each morning there is a distribution of clean clothing.
39. It is your duty to tell the truth.
40. The television is run by electricity.
41. Brian will be eligible for parole in 3 more weeks.
42. Your employer can give you a raise.
43. On Saturday we do all the cleaning, dusting, etc. necessary to keep the game room in order.
44. This sentence is an example of how to use the word.
45. Everyone went to the movie except Frank.
46. See number 21

47. You can get into trouble for failure to tell the truth.
48. Bob did not agree that he should lose his food stamps so he applied for a fair hearing.
49. Everyone in the family drinks milk.
50. Anyone who works pays federal income tax.
51. There is a fee to attend the class.
52. His grandfather has become feeble in the last few weeks.
53. Your financial status is better than mine.
54. The river is at flood level.
(116) 55. She signed her full name.
56. His sister's funeral was last week.
57. See number 30
58. Gas prices are going up.
59. My gross pay is much more than my take home pay.
60. Ruth is the head of her household as no one else supports them.
61. Bill spent 2 days in the hospital but he did not have to pay all the expenses as he has health insurance.
62. Does your insurance company offer hospitalization benefits?
63. How many people are in your household?
64. Is Mary counted as a household member since she is only there on weekends?
(66) 65. How often do you make a house payment?
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accept

action

additional

aircraft

amount

any

appliances

application

lawsuit

take

airplane

more

doesn't matter which one

how much

a form

electric machines in your house

apply

attach

authorize

basic

belief

between

board

boarders

fasten

ask for

beginning

to give someone the legal right

in the middle of

trust

people eating meals in your home
and paying you

meals

boat

cash

certify

change

child care

claimed

completed

concerning

ready money

a water ship

to make different

to state it is the truth

to state it belongs to you

to look after the young

having to do with

finished

32A

consider

cont'd

correct

county

credit cards

damaged

decision

deductions

32B

continued;
more to follow

think about

geographic area where you live

true

loss; injury

charge plate

subtractions

to make up your mind

delivered

dental

dependency

dependents

department

distribution

duty

eligible

teeth needs

given

people who rely on you for support

relies

to pass out

an area

able to receive

responsibility

electricity

employer

etc.

example

except

expense

failure

fair hearing

your boss

machinery run by a current power

sample; model

and other things

cost

but

A legal meeting you can arrange
to discuss anything you feel unfair.

did not complete; omitted

family

federal income tax

fee

feeble

financial status

flood

full name

funeral

money paid to the U.S.A.

people related to you

weak

cost

too much water

what your monetary state is

ceremony observing burial

all of your name

furniture

gas

gross

head of household

health insurance

household

household members

house payment

fuel for car

chairs, tables, desks

the leader of your home

total amount-no deductions

your home

A contract with an insurance company to pay your health bills during an illness.

mortage-money you pay to own your home

People living with you except roomers and boarders.

how often

immediately

imprisonment

income

income resources

items

list

lost

right now

when

money

to keep locked up in prison

units in a list

all money available to you

cannot find

written series of things

mandatory

member

medicare

medical expenses

monthly

non-related

nursing care

oil

person

must do

money spent for health reasons

Health insurance given by the government for people over age 60.

not part of your family

4 weeks time

fuel for cars

Taking charge of someone too ill to care for themself.

none

sheet

on hand

other

outside

paid

participate

pay

another piece of paper

no one

something else different

have right here

do not owe any money

external; not inside

money; salary; wages

to take part in

personal property

savings bond

persons

physically disabled

physican

prescription

project area

property

a way of saving money

items belonging to you

body injuries

people

a doctor's note for a drug

doctor

owned articles

buildings where people live

real estate

public assistance

real property

reasons

receiving

registration

related

relationship

financial aid from the government

land with or without buildings on it

why ?

buildings and land

signing up for

getting

connection

family

rent

repair

replacement

representative

resources

retiremont

room

roomers

fix

money paid for housing

A person who can take your place.

to take the place of

after 60-65 years of age -
a time of rest from work

money on hand

People who are living in
your home and paying you.

living space

shelter

signature

signed

social security

someone

source

specify

spouse

Your full name written out in your own handwriting.

a house

money available to you after retirement

to write your name

the beginning

any person

wife or husband

to state exactly

state income tax

statement

subtracted

taxes

taxpayer

theft

true

tuition

to declare

Monies paid each paycheck to the state government.

Money paid to the government.

take away; lost

steal

someone who pays taxes

cost in money

correct

type

unable

value

vandalism

verify

cannot do

kind

destroying property

worth

to prove the truth

Food Stamp Facts..

Eligibility Requirements

The Food Stamp Program enables low-income households to buy more food of greater variety to improve their diets. To purchase food stamps, participants pay a sum of money based on family size and net monthly income. They then receive food stamps of a larger value than the amount paid. The food stamps can be spent like money at authorized food stores.

To qualify for food stamps, households must meet certain nationwide eligibility standards. The following explains these standards in more detail.

1. WHO IS ELIGIBLE FOR FOOD STAMPS? Certain single and family households. To be eligible for food stamps, they must meet nationwide standards for income and resources or have all household members receiving public assistance or Supplemental Security Income (SSI). (SSI recipients are not eligible in New York, Massachusetts, California, Wisconsin, and Nevada.) They must also be living as one economic unit, either singly or as a group of persons, excluding roomers, boarders, and live-in attendants, and be able to prepare meals except in special circumstances. Able-bodied household members 18 and over must register for employment.

2. WHAT IS INCOME? Income is any money received by all members of the household, except students under 18 years old. It includes wages; public assistance, retirement, disability benefits; pensions; veterans', workmen's, or unemployment compensation; old age, survivors', or strike benefits; support payments, alimony, scholarships, educational grants, fellowships and veterans' educational benefits; dividends, interest, and all other payments from any source which may be considered a gain or a benefit.

3. WHAT ARE THE INCOME STANDARDS FOR A HOUSEHOLD? Households in which all members are receiving public assistance or certain general assistance payments are eligible for food stamps without regard to income and resource eligibility standards.

The monthly net income all other households can have and take part in the program is based on family size. The maximum monthly income standards for these households including those in which some members are receiving public assistance or general assistance in any state (except Alaska, Hawaii, Puerto Rico, Virgin Islands and Guam)* or the District of Columbia are :

1	$215	5	$640
2	300	6	740
3	427	7	833
4	540	8	926

For each additional household member over eight, add $73.

*These areas have separate standards because of differing food costs.

U.S. DEPARTMENT OF AGRICULTURE. FOOD AND NUTRITION SERVICE. WASHINGTON, D.C. 20250
REVISED JULY 1975 (Previous editions are obsolete.) FNS-72

4. WHAT HOUSEHOLD EXPENSES CAN BE DEDUCTED? Expenses deducted from income include such mandatory expenses as: local, state and Federal income taxes; Social Security taxes under FICA; retirement, union dues, and a work allowance. Other allowable deductions are medical costs (but not special diets) when more than $10 a month; child care to accept or continue employment; training and education; fire, theft, hurricane or other disaster expenses; educational expenses which are for tuition and mandatory school fees; court ordered support and alimony; rent, utilities, or mortgage payments above 30 percent of income after all other deductions.

5. WHAT ARE RESOURCES? Resources are such liquid assets as cash on hand, in a bank, or in other savings institution accounts; U.S. Saving Bonds; stocks and bonds; and such nonliquid assets as buildings (except for the family home), land, and certain real or personal property. Each household is allowed up to $1,500 in resources except for those households of two or more persons with a member or members age 60 or over. Then the resources may not exceed $3,000.

6. WHAT RESOURCES ARE EXCLUDED? Some resources that are not considered in determining food stamp eligibility are home and lot; one licensed vehicle and any other vehicles needed for purposes of employment; life insurance policies; real estate that produces income consistent with its fair market value; tools of a tradesman; farm machinery, etc.

7. DOES EVERYONE HAVE TO REGISTER TO WORK? Yes. With few exceptions, everyone between 18 and 65 years of age who is able-bodied must register to work. If one member refuses to register, the entire household becomes ineligible for food stamps. (For further information, see Food Stamp Facts...Work Registration).

8. HOW SHOULD THE HOUSEHOLD APPLY FOR FOOD STAMPS? The head of the family contacts the local office of the welfare department. He completes an application form and is interviewed by a representative of the welfare department. He should have papers to show where he lives; how many are in the family; how much income they have; how much they are paying for rent, medical bills, child care, education, and other expenses.

9. IF AN ELIGIBLE FAMILY MOVES TO ANOTHER FOOD STAMP AREA, DO THEY HAVE TO REAPPLY? No. A family intending to move to another food stamp area should apply at their welfare office for a transfer certification. If the household composition has not changed at the time of the intended move, certification will be continued for 60 days in the new area. But the household must request recertification within the 60 days following the move.

Any food stamp participant may request a fair hearing if he feels a decision regarding his participation has been unfair. Each household should be informed of its right to a fair hearing at the time of application. The standards for participation in the Food Stamp Program are to be applied to everyone without regard to race, color, religious creed, national origin, sex or political belief.

FOR COMPLETE INFORMATION, CONTACT YOUR LOCAL FOOD STAMP CERTIFICATION OR WELFARE OFFICE

The Food Stamp Facts series includes:

- Allotments and Purchase Requirements (FNS-70)
- Work Registration (FNS-71)
- Eligibility Requirements (FNS-72)
- Fair Hearing (FNS-73)
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- Meals-On-Wheels (FNS-75)
- Recipient Responsibility (FNS-76)
- Disaster Situations (FNS-99)

Food Stamp Facts..

Meals-On-Wheels

The Food Stamp Program enables low-income households to buy more food of greater variety to improve their diets. Participants pay a small sum of money—the amount based on family size and net monthly income—and receive a larger value of food stamps, which can be spent like money in participating food stores.

Major changes were made in the Food Stamp Program by the 1971 amendments (Public Law 91-671) to the Food Stamp Act of 1964.

To qualify for food stamp benefits, households must meet certain nationwide eligibility requirements, such as income standards and work registration. Certain senior citizens may use food stamps to pay for delivered meals (Meals-on-Wheels). The following questions and answers pertain to this service:

1. **WHAT ARE MEALS-ON-WHEELS?**
   This is a common name given to meals delivered to the home. Some of these services may be authorized by the Department of Agriculture's Food and Nutrition Service to accept food stamps.

2. **WHO IS ELIGIBLE FOR MEALS-ON-WHEELS?**
   All food stamp recipients—aged 60 or over—who are physically handicapped, feeble or cannot prepare all of their meals may take part in the Meals-on-Wheels service if it is available in their area.

3. **HOW WILL THE MEALS-ON-WHEELS RECIPIENT BE IDENTIFIED?**
   Each household with one or more persons that are eligible to use food stamps for delivered meals, will be given a regular food stamp identification card marked with the letter "M."

4. **HOW LONG MAY A PERSON TAKE MEALS-ON-WHEELS?**
   As long as necessary. However, persons who are authorized to buy delivered meals for a short time, such as while convalescing, will have an expiration date on their identification cards.

5. **MUST ALL OF THE FOOD STAMP ALLOTMENT BE SPENT FOR DELIVERED MEALS?**
   Food stamps may be used for meals delivered to the home or eligible foods in a retail food store authorized to accept food stamps, or both.

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6. **ARE COOKING FACILITIES NECESSARY FOR DELIVERED MEALS?**
Cooking facilities are necessary unless the participant lives alone or lives only with spouse or with a roomer.

7. **CAN THE SPOUSE OF THE ABOVE PARTICIPANT RECEIVE DELIVERED MEALS?**
Yes, the spouse of a person without cooking facilities may be eligible to receive meals and need not be age 60 or over, nor disabled.

Any food stamp participant may request a fair hearing if he feels a decision regarding his participation has been unfair. Each household should be informed of its right to a fair hearing at the time of application. The standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, religious creed, national origin, sex, or political beliefs.

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THE FOOD STAMP FACTS SERIES INCLUDE:

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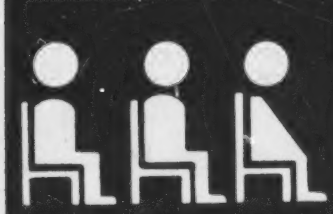
- Disaster Situ[illegible]ions (FNS-99)



Food Stamp Facts..

Household Income Deductions

The Food Stamp Program enables low-income households to buy more food of greater variety to improve their diets. To purchase food stamps, participants pay a sum of money based on their family size and net monthly income. They then receive food stamps of a larger value than the amount paid which they can spend like money at authorized food stores.

To qualify for food stamps, households must meet certain nationwide eligibility standards. Also, except in special circumstances, food stamp households must be able to prepare meals. Participants are allowed certain deductions in determining their income eligibility and purchase requirement. This fact sheet discusses those income deductions.

1. **WHAT HOUSEHOLD EXPENSES CAN BE DEDUCTED FROM INCOME?**

   (a) Ten percent of earned income or training allowance not to exceed $30 per household per month.

   (b) Mandatory income deductions such as—
   - Local, State, and Federal income taxes
   - Social Security taxes
   - Retirement payments
   - Union dues
   - Some types of garnishments.

   (c) Medical costs, exclusive of special diets, if more than $10 a month.

   (d) Payments for child or invalid care when this care is necessary to enable a household member to accept or continue employment or participate in job training.

   (e) Tuition and required fees for education. This *does not* include such expenses as books, school supplies, meals at school and transportation.

   (f) Unusual expenses such as losses due to fire, hurricane, flood, or theft and costs of funerals.

   (g) Court-ordered support and alimony payments.

   (h) Shelter costs which are more than 30 percent of household income as calculated *after all other* deductions. Shelter costs are—
   - Utilities (heating or cooking fuel, electricity, basic service fees for one telephone, water, sewerage fees)
   - Rent
   - Mortgage payments and interest on applicant's own home
   - Real estate taxes and special State or local assessments on applicant's own home.

U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE WASHINGTON, D.C. 20250
REVISED JULY 1975 (Previous editions are obsolete.) **FNS–74**

2. **WHAT INCOME GARNISHMENTS CAN BE DEDUCTED?**

The only allowable garnishments are those for items which would have been deductible if they had been paid when due (for example, medical costs of over $10 a month).

3. **IF MONTHLY MEDICAL COSTS ARE $15, IS ONLY $5 DEDUCTIBLE?**

No. The entire medical costs of $15 are deductible. However, if costs are $9, there would be no deduction.

4. **HOW WILL MANDATORY DEDUCTIONS, CERTAIN OTHER EXPENSES, AND SHELTER COSTS BE DEDUCTED?**

Here is an example of the calculations for allowable deductions:

(a)	Mandatory deductions	$ 35	(c)	Shelter costs	$ 110
	Medical expenses	+15		30% of remaining income	-105
	Total expenses	$ 50		Allowable shelter deduction	$ 5
(b)	Monthly household income	$ 400	(d)	Remaining income	$ 350
	Less above expenses	-50		Shelter deduction	-5
	Remaining income	$ 350		Net food stamp income	$ 345

5. **I WAS CERTIFIED FOR FOOD STAMPS ON JULY 10TH. CAN I DEDUCT A $50 MEDICAL EXPENSE I PAID IN JUNE?**

No. You can only deduct those expenses you met during the period of certification.

6. **CAN I DEDUCT THE COST OF A NEW BATTERY FOR MY TRUCK?**

No. You may not deduct the costs of repair of property, clothing, etc. because of wear and tear, mechanical failure, or other reason not directly connected with a household disaster.

Any food stamp participant may request a fair hearing if he feels a decision regarding his participation has been unfair. Each household should be informed of its right to a fair hearing at the time of application. The standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, religious creed, national origin, sex, or political beliefs.

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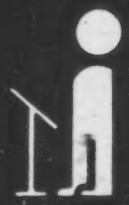
Food Stamp Facts..

Disaster Situations



The Food Stamp Program enables low-income households to buy more food of a greater variety to improve their diets. Participants pay a small sum of money – the amount based on family size and net monthly income – and receive a larger value of food stamps, which can be spent like money in participating food stores. This program is designed to provide food assistance to low-income households either on a continuing or an as-needed basis.

In areas operating the Food Stamp Program, food stamp benefits are available to victims of disasters ranging from individual misfortune such as a loss of family home by fire or flood, to large-scale disasters such as a hurricane, earthquake, flood, or some other major catastrophe.

In the case of individual misfortune, the Food Stamp Program provides for the needs of affected households through a personal hardship provision in the regular program procedures.

During large-scale disasters, when there are authorized retail facilities available with adequate stocks of food, the Food and Nutrition Service (FNS) may declare the entire affected area eligible for emergency food stamp assistance.

The following questions and answers concern food stamp assistance during large-scale disaster situations:

1. WHAT IS A DISASTER?

A disaster is a loss of food purchasing power through fire, hurricane, tornado, flood, storm, or other catastrophes severe enough to warrant federal assistance. In areas which operate the Food Stamp Program the regular program can be converted into an emergency plan which issues free food stamps to all adversely affected households. Presidential declaration of a disaster area is not necessarily a prerequisite or indication that the emergency plan is warranted.

2. WHEN IS THE EMERGENCY FOOD STAMP PLAN PUT INTO EFFECT?

When the effects of the disaster occurrence are felt to be long-term, FNS has found that the normal program procedures can best serve the food assistance needs of disaster victims. Under normal program procedures, households may be certified for more than one month if their income is expected to be reduced for an extended period. When the disaster situation occurs unexpectedly and the effects will be felt only for a short period of time, emergency procedures may go into effect. Households who experience a temporary reduction in income as a result of the disaster and are certified under the emergency procedures may receive up to one month's issuance of food stamps at no cost.

3. WHO IS ELIGIBLE FOR THIS ASSISTANCE?

Households who have been adversely affected by a disaster should report their situation to the local welfare office to see if they are eligible for food stamp assistance. This applies to persons living either temporarily or permanently in disaster-affected sections of a food stamp area.

4. WHAT ARE THE ELIGIBILITY REQUIREMENTS?

In order to be certified for food assistance, households must meet the following criteria –

- Reside either temporarily or permanently within the limits of the disaster project area,
- Have access to cooking facilities, and
- Need food stamp assistance because of a reduction or inaccessibility of income or cash resources as a result of the disaster.

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REVISED MARCH 1974 FNS-99

5. HOW DO I APPLY?
The head of a household, spouse, or an authorized representative must visit the local welfare office (or an established disaster relief center) and apply. The application requires the applicant to provide family size, address and names of all household members as well as information regarding the household's need for food assistance.

6. HOW MANY STAMPS WILL I RECEIVE?
Households who are certified eligible for emergency food stamps will receive an allotment of coupons based on household size. Households who receive coupons under regular program procedures may be charged a purchase requirement. There is no charge for an emergency coupon issuance.

7. HOW LONG ARE THE STAMPS GOOD FOR?
There is no time limit on the use of food stamps. Households may use their food stamps at participating stores until they are used up. In the event FNS extends the disaster designation beyond the original period, households may receive an additional emergency allotment if they continue to meet the requirements.

8. IS THERE A SPECIAL WAY TO USE FOOD STAMPS?
The food stamps you receive are taken to an FNS authorized food store. Food stamps can buy all foods for human consumption. Food stamps cannot be used to buy alcoholic beverages, soap, cigarettes or paper goods.

9. WHAT ARE MY RESPONSIBILITIES ONCE THE STAMPS ARE RECEIVED?
Any household that is certified to receive food stamps is obligated by law not to misuse them in any way. They cannot be sold, given away or used to pay back bills or credit accounts.

10. WHEN THE EMERGENCY IS OVER CAN I STILL RECEIVE FOOD STAMPS?
If you have been certified to receive food stamps under emergency standards, you may apply at the welfare office to continue participation after emergency issuance ends. You must meet the standards for the regular program in order to continue to receive the stamps.

11. WILL I HAVE TO REPAY THE MONEY FOR THE STAMPS ONCE THE EMERGENCY IS OVER?
No. If your application was accurate and correct, no repayment is required.

12. WILL THERE BE SOMEONE TO HELP ME IF I NEED IT?
People from disaster relief agencies – or the welfare office – will be available to speed up the process of getting disaster-affected households the food help they need.

Any food stamp participant may request a fair hearing if he feels a decision regarding his participation has been unfair. Each household should be informed of its right to a fair hearing at the time of application. The standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, religious creed, sex, national origin, or political beliefs.

FOR FULL AND COMPLETE INFORMATION, CONTACT YOUR LOCAL FOOD STAMP CERTIFICATION OR WELFARE OFFICE

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Food Stamp Facts..

Allotments and Purchase Requirements

The Food Stamp Program enables low-income households to buy more food of greater variety to improve their diets. To purchase food stamps, participants pay a sum of money based on their family size and net monthly income. They then receive food stamps of a larger value than the amount paid which they can spend like money at authorized food stores.

To qualify for food stamps, households must meet certain nationwide eligibility standards. Also, except in special circumstances, food stamp households must be able to prepare meals. When certified, participants receive an allotment of coupons based on the number of people in the household and pay for this allotment according to the net total income of the household. The amount paid is determined according to the tables given in this fact sheet. Following are some questions and answers about coupon allotments and purchase requirements.

1. WHAT IS THE PURCHASE REQUIREMENT? The amount a household pays for its food stamps is called the purchase requirement. The amount increases as the household income increases, but in no case will the purchase requirement be more than 30 percent of the household's net income or take-home pay.

2. HOW IS THE ALLOTMENT DETERMINED? The total amount of coupons an eligible household will receive will depend upon the size of the household.

3. WHAT ARE BONUS FOOD STAMPS? "Bonus" or "free" coupons are the difference between the purchase requirements and the total coupon allotment. For example, if a household paid $10 for $90 worth of coupons, the bonus would be $80 worth of coupons. See table on page 2.

4. DOES A HOUSEHOLD HAVE TO BUY ALL THE STAMPS AT ONE TIME? A household can buy stamps twice a month or, in some States, more often. In most States, if a household receives a welfare payment, the cost of the total coupon allotment can be deducted from the check.

5. CAN A HOUSEHOLD BUY LESS THAN THE TOTAL ALLOTMENT? A household is allowed to purchase three-quarters, one-half, or one-quarter of the total allotment unless the household has chosen to have the purchase requirement deducted from the welfare payment. In that case, the household must buy the total allotment.

6. CAN A HOUSEHOLD GO BACK AND BUY THE REST OF THE ALLOTMENT LATER? Once the household buys less than the total allotment in any one month, it will not be able to pick up the balance at a later date. However, the full allotment may be purchased the following month.

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REVISED JULY 1975 (Destroy previous editions) FNS-70
NOTICE: The tables in this publication are subject to revision semi-annually.

THE FOOD STAMP PROGRAM
MONTHLY COUPON ALLOTMENTS AND PURCHASE REQUIREMENTS
48 STATES AND THE DISTRICT OF COLUMBIA

Number in Household:	1	2	3	4	5	6	7	8
Monthly allotment:	$48	$90	$128	$162	$192	$222	$250	$278
Monthly Net Income	Monthly Purchase Requirement:							
$ 0 - $ 19.99	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
20 - 29.99	1	1	0	0	0	0	0	0
30 - 39.99	4	4	4	4	5	5	5	5
40 - 49.99	6	7	7	7	8	8	8	8
50 - 59.99	8	10	10	10	11	11	12	12
60 - 69.99	10	12	13	13	14	14	15	16
70 - 79.99	12	15	16	16	17	17	18	19
80 - 89.99	14	18	19	19	20	21	21	22
90 - 99.99	16	21	21	22	23	24	25	26
100 - 109.99	18	23	24	25	26	27	28	29
110 - 119.99	21	26	27	28	29	31	32	33
120 - 129.99	24	29	30	31	33	34	35	36
130 - 139.99	27	32	33	34	36	37	38	39
140 - 149.99	30	35	36	37	39	40	41	42
150 - 169.99	33	38	40	41	42	43	44	45
170 - 189.99	36	44	46	47	48	49	50	51
190 - 209.99	36	50	52	53	54	55	56	57
210 - 229.99	38	56	58	59	60	61	62	63
230 - 249.99		62	64	65	66	67	68	69
250 - 269.99		68	70	71	72	73	74	75
270 - 289.99		70	76	77	78	79	80	81
290 - 309.99		70	82	83	84	85	86	87
310 - 329.99			88	89	90	91	92	93
330 - 359.99			94	95	96	97	98	99
360 - 389.99			100	104	105	106	107	108
390 - 419.99			109	113	114	115	116	117
420 - 449.99			110	122	123	124	125	126
450 - 479.99				131	132	133	134	135
480 - 509.99				138	141	142	143	144
510 - 539.99				138	150	151	152	153
540 - 569.99				138	159	160	161	162
570 - 599.99					164	169	170	171
600 - 629.99					164	178	179	180
630 - 659.99					164	187	188	189
660 - 689.99						190	197	198
690 - 719.99						190	206	207
720 - 749.99						190	214	216
750 - 779.99							214	225
780 - 809.99							214	234
810 - 839.99							214	238
840 - 869.99								238
870 - 899.99								238
900 - 929.99								238

For each person in excess of eight, add $22 to the monthly coupon allotment for an eight-person household.

Any food stamp participant may request a fair hearing if he feels a decision regarding his participating has been unfair. Each household should be informed of its right to a fair hearing at the time of application. The standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, sex, religious creed, national origin, or political beliefs.

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FNS FACTS: The Food Stamp Program

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Revised July 1975 FNS-77

The Food Stamp Program enables low-income households to buy more food of greater variety to improve their diets. To purchase food stamps, participants pay a sum of money based on their family size and net monthly income. They then receive food stamps of a larger value than the amount paid which they can spend like money at authorized food stores.

To qualify for food stamps, households must meet certain nationwide eligibility standards. Also, except in special circumstances, food stamp households must have a place to cook meals. When certified, participants receive an allotment of coupons based on the number of people in the household and pay for this allotment according to the net total income of the household.

WHO CAN GET FOOD STAMPS?

Households of one or more persons with low incomes, such as those:

- With no jobs.
- With part-time work.
- Who do not earn much money.
- On public welfare.
- On Social Security or with small pensions.

HOW DOES A HOUSEHOLD GET FOOD STAMPS:

The head of the household should go to his welfare office with papers to show:

- Where his household lives.
- How many are in his household.
- How much money the household receives each month.
- How much the household is paying for doctors' bills and rent.

When certifying the household, the welfare office tells the applicant how much he will have to pay for food stamps, how many stamps he will get, and if he or members of his household must register for work. The total amount of food stamps he receives depends on how many people are in his household.

HOW DO PARTICIPANTS USE FOOD STAMPS?

Anyone in the household can take the food stamp book to an authorized food store and use the stamps like money to buy food.

Food stamps can be used to buy almost any food, or seeds and plants to grow food for the recipient's own use. They cannot be used to buy liquor, beer, cigarettes, soap, or other nonfood items. And recipients cannot sell food stamps to the grocer or anyone else.

Most stores are authorized to accept food stamps.

ARE ALL PARTICIPANTS TREATED THE SAME WAY IN THIS PROGRAM?

Yes. The rules of the program are the same for all participants. The participants' eligibility and willingness to obey the rules of the program are the only things that count. No person may be put in a special place in line or separate line or told to come on a different day because of race, color, or national origin.

If anyone believes his household is being unfairly denied food stamps or has been unfairly dropped from the program, he has the right to get a fair hearing—a chance to present his case with the help of a lawyer or friends. A participant can get food stamps until the date of his fair hearing and can continue to receive them after the hearing if he wins the case.

ARE THERE PENALTIES FOR ABUSING THE PROGRAM?

Yes. Food stamps are obligations of the United States. Any unauthorized use of them may result in prosecution. Penalties for violating the Food Stamp law can be severe and include both a fine and imprisonment.

WHAT IS THE LEGISLATIVE HISTORY OF THE PROGRAM?

A pilot food stamp program was started on March 7, 1961. On August 31, 1964, the Food Stamp Act (P.L. 88-525), which established the program on a permanent basis and made it more widely available, was signed into law. On August 10, 1973, P.L. 93-86 mandated nationwide expansion of the program. Every county in the Nation now participates in the Food Stamp Program.

All programs of the U.S. Department of Agriculture are available to everyone without regard to race, creed, color, sex, national origin, or political belief.

FOOD MAKES THE DIFFERENCE
Ideas For Economy-Minded Families

TO HELP KEEP YOUR FAMILY WELL FED AND HEALTHY...

1. Try to have everyone eat some foods from each of these four groups every day.
   - **Milk** and foods made from milk.
   - **Meat** and poultry, fish, eggs, dry beans and peas, peanut butter.
   - **Vegetables and fruit.**
   - **Breads and cereals** that are whole grain or marked "enriched."
2. Try to give each person the number of helpings shown on "Daily Food Guide," FNS 13.*
3. To round out meals, use
   - Extra helpings of economical foods from the four groups, such as dry beans, potatoes, and breads and cereals.
   - Other foods not in the groups.

* The "Daily Food Guide" shows pictures of some thrifty choices from the four food groups on one side and amounts of foods to try to serve each day on the other side.

LOOK FOR THESE MEAL AND SHOPPING IDEAS...

- Page 2 shows 1 week's meals that you might serve.
- Page 3 shows the kinds and amounts of foods needed to prepare the week's meals for a family of four and for a family of six.
- Page 4 lists foods that are usually good buys in each group.

U.S. DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. 20250

PA--934
Revised August 1972
Slightly Revised January 1974

IDEAS FOR ONE WEEK'S MEALS

	MORNING	NOON	EVENING
S	Oranges, quartered Pancakes Sirup Milk for children	Stewed chicken* Mashed potatoes Green Beans Bread Margarine Milk for children	Baked beans Apple Spice cake Cocoa
M	Oranges, quartered Oatmeal or Grits Milk Toast or Bread Margarine	Peanut butter and Applebutter sandwiches Raw carrots Spice cake Milk	Creamed chicken Rice Cabbage salad Bread Margarine Peaches Milk for children
T	Peaches Ready-to-eat cereal Milk Cinnamon toast or Bread	Hard-cooked egg sandwiches Banana or Apple Graham crackers Milk	Chili [illegible] carne* [illegible] salad Biscuits Applesauce Milk for children
W	Applesauce Oatmeal or Grits Milk Biscuits Margarine Jelly Milk for children	Frankfurter-bean soup* Crackers Potato salad Lemonade	Frankfurters Spinach or other greens Hash-browned potatoes Bread Margarine Peanut butter cookies Milk
T	Juice Ready-to-eat cereal Milk Cinnamon toast or Bread	Potato and onion soup Crackers Hard-cooked egg Banana Milk	Fried liver and onions* Mashed potatoes Stewed tomatoes Bread Margarine Peanut butter cookies Milk
F	Juice Oatmeal or Grits Milk Toast or Bread Jelly	Cheese sandwiches Raw carrot Graham crackers Milk	Oven fried fish fillet* Baked potatoes Cole Slaw Cornbread Margarine Apple pie Milk for children
S	Juice Eggs, fried or scrambled Potato cakes Toast or Bread Jelly	Bologna sandwiches Apple pie Milk	Macaroni and cheese* Kale or other greens Carrot strips Bread Applebutter Graham crackers Milk for children

NOTE: Adults may want coffee or tea at two meals. If milk is served as a drink, adults and children under 9 years get ¾ cup and boys and girls 9 to 20 years get 1 cup. At least one-half of the milk used is made from nonfat dry milk.

* Recipes from "Money Saving Main Dishes," Home and Garden Bulletin No. 43. Order from the Office of Communication, U.S. Department of Agriculture, Washington, D.C. 20250.

FOOD USED IN THE WEEK'S MEALS

MILK GROUP

	Amount for family of— 4 persons	6 persons
Nonfat dry milk	1½ lbs.	3 lbs.
Whole fluid milk	3 half-gals.	6 half-gals.
Cheese, processed	1 lb.	2 lbs.

MEAT GROUP

Ground beef	½ lb.	¾ lb.
Frankfurters	1 lb.	1½ lbs.
Bologna	½ lb.	¾ lb.
Beef liver	1 lb.	1½ lbs.
Chicken, ready-to-cook	3 lbs.	4½ lbs.
Fish fillet	1 lb.	1½ lbs.
Eggs	2 doz.	3 doz.
Kidney beans, dry	½ lb.	¾ lb.
Navy beans, dry	½ lb.	¾ lb.
Peanut butter	½ lb.	1 lb.
Pork & beans	28-oz. can	52-oz. can

BREAD-CEREAL GROUP

Flour, all purpose	2 lbs.	3 lbs.
Cake mix, spice	18 oz.	18 oz.*
Cereal, ready-to-eat	12-oz. pkg.	18-oz. pkg.
Rolled oats or grits	1 lb.	1½ lbs.
Cornmeal	4 oz.	6 oz.
Rice	½ lb.	¾ lb.
Macaroni	4 oz.	6 oz.
Bread, white (1½ lb. loaves)	6	9
Crackers	1½ lbs.	2 lbs.
Graham crackers	1 lb.	2 lbs.*

* Families of six would use the whole cake on Sunday, and use graham crackers for lunch on Monday.

VEGETABLE-FRUIT GROUP

	Amount for family of— 4 persons	6 persons
Fresh:		
Apples	4 lbs.	6 lbs.
Bananas	2 lbs.	3 lbs.
Oranges	6	9
Cabbage	2 lbs.	3 lbs.
Carrots	1½ lbs.	2¼ lbs.
Green peppers	1	2
Onions	1 lb.	1½ lbs.
Potatoes	12 lbs.	18 lbs.
Canned:		
Juice (tomato, orange, or grapefruit)	46-oz. can	3 46-oz. cans
Applesauce	29-oz. can	29-oz. can*
Peaches, cling	29-oz. can	29-oz. can*
Green beans	16-oz. can	28-oz. can
Tomatoes	2 16-oz. cans	2 28-oz. cans
Spinach, other greens	2 15-oz. cans	2 27-oz. cans

* Families of six would use the whole can of peaches and applesauce for evening meals on Monday and Tuesday, and use juice for Tuesday and Wednesday breakfast.

OTHER FOODS

Margarine	1 lb.	1½ lbs.	Sirup	6 fl. oz.	8 fl. oz.
Lard, shortening	1⅔ lbs.	2½ lbs.	Lemonade, frozen	6-oz. can	12-oz. can
Salad dressing	⅛ pt.	¼ pt.	Coffee	⅔ lb.	⅔ lb.
Sugar, granulated	1½ lbs.	2 lbs.	Tea	—	—
Sugar, brown	¼ lb.	⅓ lb.	Baking powder, spices, seasoning	—	—
Jelly	8 oz.	12 oz.			
Applebutter	16 oz.	22 oz.			

CHOOSE FROM THESE FOODS MOST OF THE TIME . . .

MILK GROUP

Nonfat dry milk
Fluid milk
Evaporated milk
Cheese, processed
Cottage cheese

MEAT GROUP

Try to use in each day's meals—

1 or more helpings from these:

Dry beans
Dry peas
Eggs
Peanut butter

1 small helping* of meat, poultry, or fish, such as:

Hamburger
Pork shoulder
Liver (beef, pork, lamb)
Bologna
Frankfurters
Chicken, turkey
Fish (many kinds)

*To make meat go further, use in dishes with less expensive foods — macaroni, noodles, rice, potatoes.

BREAD-CEREALS GROUP

Use "enriched" products when possible.

White enriched bread
Whole wheat bread
Crackers
Flour
Cornmeal
Farina
Oatmeal
Grits
Some ready-to-eat cereals
Rice
Macaroni
Spaghetti
Noodles

VEGETABLE-FRUIT GROUP

Try to use some of these at each meal for color, food value, and variety.

For important vitamins:

Cabbage
Carrots
Potatoes
Sauerkraut
Pumpkin, canned
Spinach, canned
Tomatoes, canned
Tomato juice, canned
Oranges
Grapefruit
Citrus juices, canned or frozen

For added variety:

Celery
Turnips
Beets, canned
Corn, canned
Green beans, canned
Peas, canned
Apples
Bananas
Applesauce, canned
Cling peaches, canned

NOTE:
At times, some fresh vegetables and fruits, such as greens, tomatoes, corn, and peaches, may cost less than canned. Sometimes berries and melons may be good buys, too.

OTHER FOODS

Lard
Vegetable shortening
Salad oil
Margarine
Sugar
Corn sirup
Jelly
Apple butter
Coffee
Tea
Cocoa
Salt
Pepper
Other seasonings

FOODS LIKELY TO INCREASE YOUR FOOD COSTS:

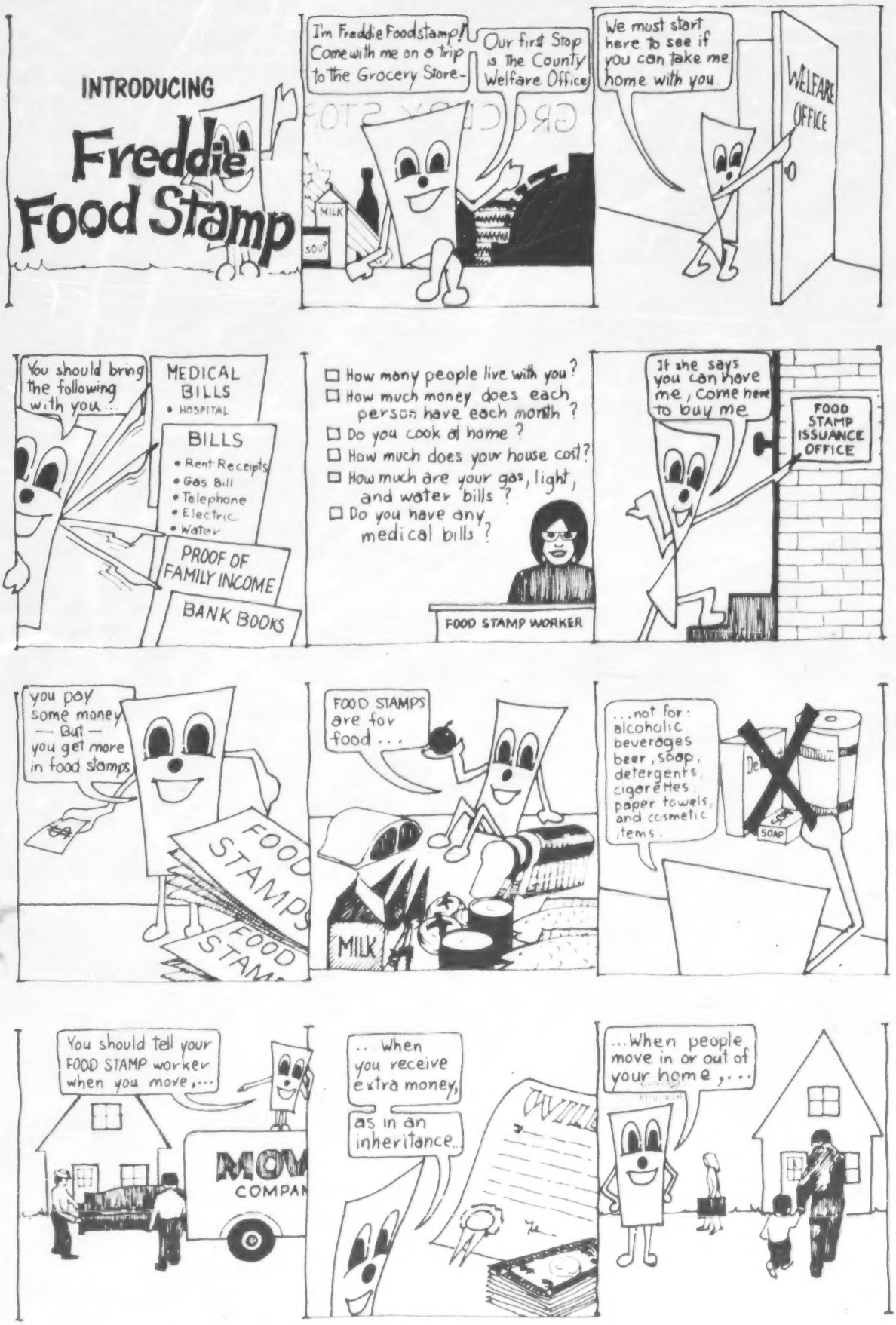
Cream, ice cream, cream cheese, and specialty cheeses; many ready-prepared dishes; choice cuts of meats; cookies, cakes, pies, buns that are ready-made or ready-to-bake, snack foods, such as potato or corn or cheese chips or puffs; and soft drinks.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1974 O—530-010

FOOD STAMPS FOR YOU

Published Originally by Mississippi State Department of Public Welfare.

U.S. Department of Agriculture Food and Nutrition Service
FNS-119.


INTRODUCING
Freddie Food Stamp
I'm Freddie Foodstamp! Come with me on a trip to the Grocery Store-
Our first Stop is the County Welfare Office
MILK
SOUP
We must start here to see if you can take me home with you
WELFARE OFFICE
You should bring the following with you...
MEDICAL BILLS
• HOSPITAL
BILLS
• Rent Receipts
• Gas Bill
• Telephone
• Electric
• Water
PROOF OF FAMILY INCOME
BANK BOOKS
☐ How many people live with you?
☐ How much money does each person have each month?
☐ Do you cook at home?
☐ How much does your house cost?
☐ How much are your gas, light, and water bills?
☐ Do you have any medical bills?
FOOD STAMP WORKER
If she says you can have me, come here to buy me
FOOD STAMP ISSUANCE OFFICE
you pay some money — But — you get more in food stamps
FOOD STAMPS
FOOD STAMPS are for food...
MILK
...not for: alcoholic beverages beer, soap, detergents, cigarettes, paper towels, and cosmetic items.
SOAP
You should tell your FOOD STAMP worker when you move,...
.. When you receive extra money, as in an inheritance..
...When people move in or out of your home,...

...Or when any unusual thing happens to you.
Now that we are back at the Grocery Store, there are a few things to remember
Separate your purchases into
STAMP items and...
...CASH items.
At time of purchase, tear out your stamps.
Remember to buy your FOOD STAMPS every month and to divide them so that they will last you until you Buy again.
JANUARY
FOOD STAMPS
Answer any FOOD STAMP mail promptly.
U.S. MAIL
FOOD STAMP REGULATIONS
The FOOD STAMP REGULATIONS state: "...it is against the law ...to sell FOOD STAMPS or to give them away ...to use them to pay back bills ...or to misuse them in any way"
If you disagree with the FOOD STAMP WORKER about your eligibility for FOOD STAMPS, you have the right to question the decision. You will receive a FAIR HEARING.
FOOD STAMPS
I hope you can take me home with you.
THE END.

The meaning of words the food stamp worker uses:

1. ADVERSE ACTION—the period of time the worker gives you before she changes the price of your food stamps or closes your case.
2. APPLICATION—a form the head of household signs when he applies.
3. AUTHORIZED REPRESENTATIVE—a person you say can buy and spend your stamps for you.
4. BOARDER—a person who pays you a certain sum of money to eat and sleep at your house.
5. BONUS COUPONS—the free stamps you get.
6. CERTIFICATION—all the things your worker does to decide if you can buy food stamps.
7. CERTIFICATION PERIOD—the length of time you can buy food stamps.
8. COOKING FACILITIES—what you cook on and cook with.
9. COUPONS—food stamps.
10. FAIR HEARING—a chance you have to tell your side of the story if you disagree with the worker.
11. HEARING OFFICIAL—the person who listens to your side of the story.
12. MAXIMUM ALLOWABLE INCOME—the highest amount of income you can have any month and buy food stamps.
13. NON-ASSISTANCE HOUSEHOLDS—not everybody in the house is included in welfare checks.
14. HOUSEHOLD—all the people who live with you.
15. RECIPIENT—a person who has been certified to buy and spend food stamps.
16. ROOMER—a person who sleeps at your house but does not eat there.
17. VERIFICATION—proof of what you say.
18. ZERO PURCHASE HOUSEHOLDS—people who do not have to pay for food stamps.
19. ASSISTANCE HOUSEHOLDS—a group of people that are all included in welfare checks.
20. VARIABLE PURCHASE OPTION—a person may buy all or some of the food stamp allotment for the month.

The standards for participation in the Food Stamp Program are the same for everyone without regard to race, color, sex, religious creed, national origin, or political beliefs.

Designed by the Food Assistance Division of
the Mississippi Department of Public Welfare.

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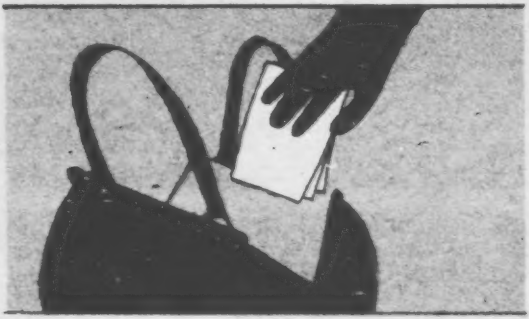
of Agriculture, Food and Nutrition Service.

Revised September 1974

SHOPPING WITH FOOD STAMPS



This booklet is for you—the food stamp shopper. It contains many of the important rules for taking part in the Food Stamp Program. It also serves as a reminder on how to shop, store, and use foods. Proper food selection, preparation and storage can mean more food on your table and better health for your family.

Keep this booklet in a handy place and refer to it regularly. If you have any questions about using food stamps, ask your local food stamp office for further information.

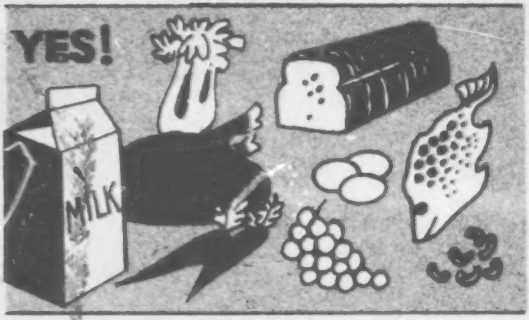
No person shall, because of race, religious creed, color, sex, national origin, or political beliefs, be excluded from taking part in the Food Stamp Program.

REMEMBER THESE RULES

■ When you were certified for the Food Stamp Program, you received a food stamp identification card called the ID card. Keep this card with you when shopping with food stamps. You must show this card if the food store clerk requests to see identification.

- The amount of food stamps you get depends on family size. What you pay for food stamps depends on how much money comes into your household each month. You must report any changes over $25 in monthly income or deductions to the food stamp office at once.

- If you plan to move to another area, let the food stamp office know. The certification worker will fill out a form that lets you continue getting food stamps for 60 days after the move.



■ Food stamps cannot be sold or used to pay back bills or credit accounts at any store. It is against the law to misuse your food stamps in any way. The penalties for violating these regulations can be severe and may include a fine and jail sentence.

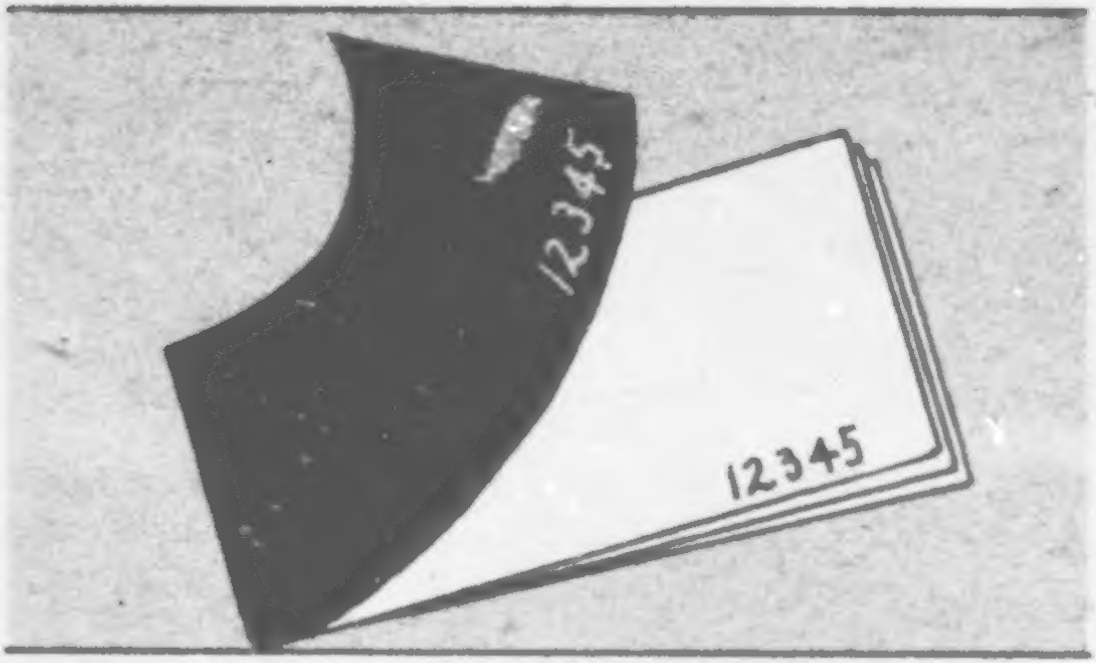
■ Take care of any mail or notices you may get from the food stamp office right away. Then you will be sure to get your food stamps on time.

■ You can shop with food stamps in any store authorized to take them.

Look for the "We Accept Food Coupons" sign posted in the store, or ask a store clerk.

■ Food stamps are only for food or for seeds and plants to grow food for the eligible household. That means no pet food, soap, cigarettes, paper goods, or alcoholic beverages, including beer. You must pay cash for these items.

■ To speed things up at the checkout counter, tell the clerk that you are using food stamps. Also, separate your food stamp purchases from those



items you will be paying for with cash. Be prepared to show your ID card.

- The $1 coupons are used for change and are allowed to be loose. But loose $5 and $10 coupons can be accepted only if you have the booklets bearing the same serial number as the coupons.
- The clerk cannot give you cash as change. You will be given $1 coupons for change when possible. If your change is less than $1, you can do one of three things:

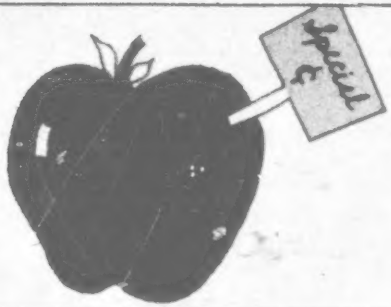
—Ask for a credit slip for the

amount due and use the slip at a later time when you shop in that store.
—Buy more food to make up the difference.
—Pay the difference in cash.

MAKE THE MOST OF YOUR FOOD DOLLAR

Plan Your Meals Proper food selection is easier when you plan ahead. Here are a few helpful hints for planning your meal:

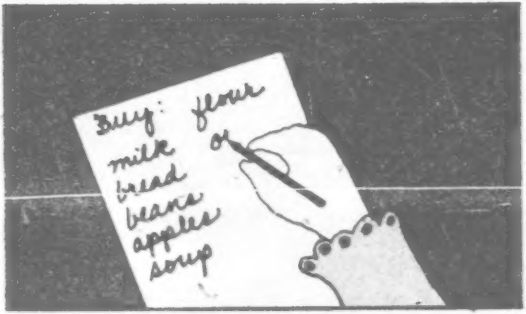
- Plan each day's meals to include foods from each of the basic four food groups in the daily food guide. The groups are: milk and milk products, meat and meat alternates, vegetables and fruits, and breads and cereals. Illustrations of these groups begin on page 13 of this guide.
- Plan menus for a week at a time.
- Have a serving from the meat group as well as a serving from the milk group at least twice a day.
- Divide the amount of food you eat fairly evenly among meals.



■ Plan meals with a variety of color, flavor, and texture in your food to add interest.
■ Plan "leftovers" for another meal.

Shop Wisely You may be able to save money with these smart shopping habits:

■ Check foods at home before you shop. Make a list of items you need to prepare meals you planned. It is impossible to remember everything at the store.



■ Choose your store carefully. Stores which offer special services usually charge higher prices.

■ Buy foods in season for best quality. Watch for "specials."

■ Buy just what you can use.

■ Read food labels carefully for content and food use information.

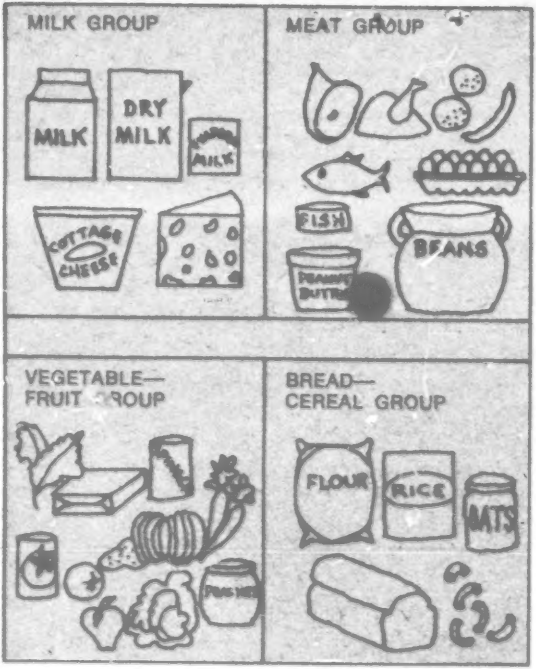
■ Remember that cuts of meat high in bone, fat or gristle are often expensive sources of meat even if they are priced low.

Store Food Properly By storing food

properly, you can make sure it will remain safe to eat until you are ready to prepare it. Here are some hints to help you after bringing the food home:

- Unpack and store foods at once.
- Store perishable foods in the refrigerator so they will not spoil.
- Store newer foods to the back of shelves so older items will be used first.
- Store dry foods in jars or cans with tight fitting lids.
- Refrigerate "leftovers" at once.

Should you need further information such as nutrition education materials, menus and recipes, or additional facts on the Food Stamp Program, write the Food Stamp Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D. C. 20250.



DAILY FOOD GUIDE

Eat foods from each group every day.
Eat other foods as needed to round out meals.

U.S. Department of Agriculture
Food and Nutrition Service
Program Aid No. 1109
March 1975
Supersedes You're in Good Company—Millions of Americans Use USDA Food Stamps, Program Aid No. 922.

All programs of the Department of Agriculture are available to everyone without regard to race, creed, color, sex, national origin, or political beliefs.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1975 - 567-552

FRAC'S

GUIDE TO THE FOOD STAMP PROGRAM

JANUARY, 1975

■ THIRD REVISION
INCLUDES NEW
JANUARY, 1975
STANDARDS

FOOD RESEARCH AND ACTION CENTER
25 WEST 43rd STREET
NEW YORK, N.Y. 10036
(212) 354-7866

NEW FOOD STAMP ELIGIBILITY LEVELS AND COUPON ALLOTMENTS

** EFFECTIVE JULY 1, 1975 **

Below are the new food stamp eligibility levels -- called *Maximum Monthly Income* -- and monthly coupon allotments for the Food Stamp Program which will be in effect between *July 1 and December 31, 1975*. Please note that the maximum monthly income amounts are *incomes after the allowable deductions*.

We have updated our GUIDE TO THE FOOD STAMP PROGRAM to include these new tables (the edition is dated July, 1975). Please be sure to use this insert for the tables on pages 8 and 20 in earlier editions. New GUIDES are available at a cost of $.50 per copy, free to people or community groups without funding who cannot afford it.

On the reverse side, we have reprinted the purchase price chart for the 48 states and D.C. which will be in effect on July 1, 1975. Except for the coupon allotments and some minor variations at the upper ends of the tables, it can serve as an indication of purchase prices in the other areas as well. Purchase price charts for non-mainland areas are available from FRAC.

Household Size	48 STATES AND D.C.		Alaska and Guam		Hawaii		Virgin Islands		Puerto Rico	
	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment
1	$215	$ 48	$240 (Gu.) 254 (Al.)	$ 64	$240	$ 64	$215	$ 62	$215	$ 48
2	300	90	393	118	386	116	373	112	287	86
3	427	128	567	170	560	168	533	160	413	124
4	540	162	720	216	707	212	680	204	527	158
5	640	192	853	256	840	252	807	242	627	188
6	740	222	980	294	967	290	927	278	720	216
7	833	250	1107	332	1087	326	1047	314	813	244
8	926	278	1233	370	1207	362	1167	350	907	272
9	999	300	1340	402	1307	392	1267	380	980	294
10	1072	322	1447	434	1407	422	1367	410	1053	316
11	1145	344	1554	466	1507	452	1467	440	1126	338
12	1218	366	1661	498	1607	482	1567	470	1199	360
Each Additional	+73	+22	+107	+32	+100	+30	+100	+30	+73	+22

NOTE: This chart will change on January 1, 1976.

The purchase price chart for the 48 states and D.C. is on the reverse side.

CHART II—COUPON ALLOTMENT & PRICE CHART (July 1 to December 31, 1975)

This chart tells you how many stamps you will receive each month (the **coupon allotment**) and how much you must pay. **It only applies to the 48 States and D.C.** Your monthly cost depends on your income after deduction and your household size. To find out what you pay, look at the left side of the chart until you find the category your income fits into. Look across the top and find your household size. Where these two columns meet is the amount you will have to pay each month.

EXAMPLE: A 5-person household has monthly income of $240. Look down the chart and find **$230 to 249.99.** Now look across the top and find a household of 5. They will pay $66 and get $192 worth of food stamps.

Monthly Income After Deductions	FOR A HOUSEHOLD OF: 1	2	3	4	5	6	7	8	9	10	11	12
	THE MONTHLY COUPON ALLOTMENT IS: $48	$90	$128	$162	$192	$222	$250	$278	$300	$322	$344	$366
	AND THE MONTHLY COST IS:											
$ 0 to 19.99	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
20 to 29.99	1	1	0	0	0	0	0	0	0	0	0	0
30 to 39.99	4	4	4	4	5	5	5	5	5	5	5	5
40 to 49.99	6	7	7	7	8	8	8	8	8	8	8	8
50 to 59.99	8	10	10	10	11	11	12	12	12	12	12	12
60 to 69.99	10	12	13	13	14	14	15	16	16	16	16	16
70 to 79.99	12	15	16	16	17	17	18	19	19	19	19	19
80 to 89.99	14	18	19	19	20	21	21	22	22	22	22	22
90 to 99.99	16	21	21	22	23	24	25	26	26	26	26	26
100 to 109.99	18	23	24	25	26	27	28	29	29	29	29	29
110 to 119.99	21	26	27	28	29	31	32	33	33	33	33	33
120 to 129.99	24	29	30	31	33	34	35	36	36	36	36	36
130 to 139.99	27	32	33	34	36	37	38	39	39	39	39	39
140 to 149.99	30	35	36	37	39	40	41	42	42	42	42	42
150 to 169.99	33	38	40	41	42	43	44	45	45	45	45	45
170 to 189.99	36	44	46	47	48	49	50	51	51	51	51	51
190 to 209.99	36	50	52	53	54	55	56	57	57	57	57	57
210 to 229.99	38	56	58	59	60	61	62	63	63	63	63	63
230 to 249.99	62	64	65	66	67	68	69	69	69	69	69	69
250 to 269.99	68	70	71	72	73	74	75	75	75	75	75	75
270 to 289.99	70	76	77	78	79	80	81	81	81	81	81	81
290 to 309.99	70	82	83	84	85	86	87	87	87	87	87	87
310 to 329.99	88	89	90	91	92	93	93	93	93	93	93	93
330 to 359.99	94	95	96	97	98	99	99	99	99	99	99	99
360 to 389.99	100	104	105	106	107	108	108	108	108	108	108	108
390 to 419.99	109	113	114	115	116	117	117	117	117	117	117	117
420 to 449.99	110	122	123	124	125	126	126	126	126	126	126	126
450 to 479.99	131	132	133	134	135	135	135	135	135	135	135	135
480 to 509.99	138	141	142	143	144	144	144	144	144	144	144	144
510 to 539.99	138	150	151	152	153	153	153	153	153	153	153	153
540 to 569.99	138	159	160	161	162	162	162	162	162	162	162	162
570 to 599.99	164	169	170	171	171	171	171	171	171	171	171	171
600 to 629.99	164	178	179	180	180	180	180	180	180	180	180	180
630 to 659.99	164	187	188	189	189	189	189	189	189	189	189	189
660 to 689.99	190	197	198	153	198	198	198	198	198	198	198	198
690 to 719.99	190	206	207	207	207	207	207	207	207	207	207	207
720 to 749.99	190	214	216	216	216	216	216	216	216	216	216	216
750 to 779.99	214	225	225	225	225	225	225	225	225	225	225	225
780 to 809.99	214	234	234	234	234	234	234	234	234	234	234	234
810 to 839.99	214	238	243	243	243	243	243	243	243	243	243	243
840 to 869.99	238	252	252	252	252	252	252	252	252	252	252	252
870 to 899.99	238	256	261	261	261	261	261	261	261	261	261	261
900 to 929.99	238	256	270	270	270	270	270	270	270	270	270	270
930 to 959.99	256	274	279	279	279	279	279	279	279	279	279	279
960 to 989.99	256	274	288	288	288	288	288	288	288	288	288	288
990 to 1019.99	256	274	292	297	297	297	297	297	297	297	297	297
1020 to 1049.99	274	292	306	306	306	306	306	306	306	306	306	306
1050 to 1079.99	274	292	310	310	310	310	310	310	310	310	310	310
1080 to 1109.99	292	310	310	310	310	310	310	310	310	310	310	310
1110 to 1139.99	292	310	310	310	310	310	310	310	310	310	310	310
1140 to 1179.99	292	310	310	310	310	310	310	310	310	310	310	310
1180 to 1209.99	310	310	310	310	310	310	310	310	310	310	310	310
1210 to 1239.99	310	310	310	310	310	310	310	310	310	310	310	310

To find the coupon allotment for households with over 12 people, add $22 to the coupon allotment of an 8-person household for each additional person.

FOOD RESEARCH AND ACTION CENTER
25 WEST 43rd STREET
NEW YORK, N.Y. 10036
(212) 354-7866

RONALD POLLACK
Director

STEPHEN G. BROOKS
Deputy Director

January 1, 1975
(Includes changes as of this date)

INTRODUCTION

Inflation and the tremendous increase in the cost of basic foods have hurt poor and working people more than anyone else in America. Many low-income families are simply unable to afford an adequate diet at present prices.

Food stamps, of course, won't solve the problems of hunger and malnutrition. An adequate income for all Americans might. But food stamps can help increase the amount and quality of food that people can buy. And for most people, the Food Stamp Program is the only program available to help stretch food budgets.

This booklet has been rewritten and updated to give you a better working knowledge of the Food Stamp Program. The Program has changed greatly since it was created in 1964, and it is now very complicated. Therefore, this booklet can't explain everything. However, if it is read **carefully** from the **beginning** and **in order,** it will explain your basic rights and show you how to figure out if you or the people you work with are eligible.

This GUIDE explains how the Program **should** work under Federal law; this may not be the way it operates in your community. But we have seen repeatedly throughout the country that when people work together with the facts and with determination, many of the difficulties can be overcome. In addition, by learning how the Program works, community advocates can make sure that every potential recipient knows about the Program's benefits and **has the opportunity** to participate.

While the booklet is current as of this date, changes do occur from time to time. We will try to keep you informed of important changes, and will send you new pages that can be added when necessary. We have no objection to the GUIDE being reprinted in whole or in part (please give FRAC credit), but if you do this, keep track of who gets the copies so that you can also keep them informed of changes.

We hope this booklet will be helpful in making the Food Stamp Program work better for those who need and are entitled to the Program's benefits.

Bread and Justice!

Jeff Kirsch

Jay C. Lipner

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INDEX TO CITATIONS

1. WHAT ARE FOOD STAMPS?

Food Stamps are coupons that can be used just like money to buy food. Food stamps can help you buy more food because the stamps are worth more than you pay for them.

The Food Stamp Program is a joint Federal and State program that is run by the States (usually the State Welfare Department or the Department of Social Services). Most of the money for the Program comes from the U.S. Department of Agriculture, which also makes the rules for how the Program must be run. Whenever it says the **Food Stamp Office** in this booklet, it means the agency in your State which runs the Food Stamp Program.

There must be a Food Stamp Program in operation in **every county** in **every State,** and in Puerto Rico, the Virgin Islands, and Guam.

2. WHAT CAN YOU BUY WITH FOOD STAMPS?

Food stamps can be used to buy any **food** EXCEPT alcoholic beverages, tobacco, and pet food. They can also be used to buy seeds or plants to grow food for your family, and to buy certain hunting and fishing equipment in Alaska. You **cannot** buy soap, paper-products, or other non-food items with food stamps.

3. WHERE CAN YOU USE FOOD STAMPS?

You can use food stamps at any store, supermarket, or food co-op that accepts food stamps (and almost any store can accept food stamps if it chooses to). The elderly or disabled can use food stamps to pay for home-delivered **meals-on-wheels** and for **group meals for the elderly.** Stores which accept food stamps should treat their customers fairly and courteously.

4. WHO CAN GET FOOD STAMPS?

Food stamps are given to **households.** There are two kinds of households in the Food Stamp Program:

— a **Public Assistance household** is one in which every person in the household gets some form of State or Federal welfare. **Public Assistance households are AUTOMATICALLY ELIGIBLE for food stamps.**

— a **Non-Public Assistance household** is one in which some people get welfare and others do not (also called a **mixed household**), OR a household in which no one gets welfare. Non-Public Assistance households can get food stamps, if their income and resources are not too high. This is explained starting at paragraph 12.

IMPORTANT: The eligibility of **SSI** (Supplemental Security Income Program) recipients is explained in paragraph 9.

5. WHAT IS A HOUSEHOLD?

A **household** is a group of people EXCEPT ROOMERS AND BOARDERS that:

(1) shares common cooking facilities; **AND**
(2) usually buys food together; **AND**
(3) lives together as an **economic unit.**

It does not matter whether the people are related to each other or not.

Federal law says that all 3 of these requirements must be met in order for a group of people to be considered a **household** for Food Stamp Program purposes. This won't be used to keep any group of people out of the Program, but it can be very helpful. But first you need to know what an **economic unit** is.

IMPORTANT CHANGE: Sometime soon, some college students over 18-years old who live away from home will not be able to be part of a food stamp household and therefore will not be able to get food stamps. This applies only to those students who are properly claimed as tax-dependents by a person who is **not** eligible for food stamps. Only the student will be effected, not the rest of the household.

6. WHAT IS AN ECONOMIC UNIT?

Federal law says that an **economic unit** is a group of people that shares common living expenses from the income and resources of everyone in the group, and whose basic needs are provided for without regard to who earned the income or who owns the resources.

7. CAN THERE BE MORE THAN ONE HOUSEHOLD IN THE SAME HOUSE?

Yes. Remember: in order for a group of people to be a **household,** it must also be an **economic unit,** which means that everyone must share **all** the income, resources, and expenses. If there are people in your house who take care of their own personal expenses or who buy and cook their own food, they can be a separate household. Both households could get food stamps, even though they might share the bathroom and kitchen, and even though they split the rent and utilities.

This can be very important if, for example, you live with an individual or a group of people with a lot of income or resources which is not shared with everybody in the house. Since their income or resources might keep everyone in the house from getting food stamps, you should treat them as **their own household** (apart from you) **OR** as **roomers** or **boarders** in your household (see paragraph 10).

REMEMBER: The Food Stamp Office will assume there is only one household unless **you** show them otherwise.

8. CAN A PERSON LIVING ALONE GET FOOD STAMPS?

Yes. A person living alone is a one-person household.

9. CAN SSI RECIPIENTS GET FOOD STAMPS?

People who receive Supplemental Security Income (SSI) are eligible for food stamps UNLESS they live in California, Massachusetts, Nevada, New York, and Wisconsin. SSI recipients in these states **cannot** get food stamps. SSI recipients in other states are **automatically eligible** for food stamps (but must still apply) IF:

1. they live alone or with other SSI recipients; OR
2. they live with a Public Assistance household; OR
3. they live with other people but as a separate household.

Other SSI recipients are members of a Non-Public Assistance household, and that household would have to meet the same requirements as any Non-Public Assistance household (see paragraph 12).

NOTE: Disabled SSI recipients in Nevada are eligible.

10. CAN ROOMERS AND BOARDERS GET FOOD STAMPS?

No. Roomers and boarders are not members of a **household** and cannot get food stamps. If you have a roomer or boarder living with you, his or her income and resources are not counted as part of your household's income, and you can still be eligible for food stamps.

A **roomer** is someone who pays you to sleep in your house. The money the roomer **pays you** must be counted as part of your household's income. You may have as many roomers as you like.

A **boarder** is someone who pays you to eat with you, OR to eat **and** sleep in your home. In order for someone to be called a boarder, he or she must pay you each month at least as much as the **coupon allotment** for a one-person household (the amount of stamps a one-person household receives each month —see paragraph 20).

Not all of the money a boarder pays you is counted as part of your household's income. The amount that **is** counted is the amount the boarder pays you **minus** the coupon allotment for a one-person household.

> EXAMPLE: A boarder pays $100 per month to eat with you and sleep in your house. To figure out how much of the $100 is counted as **income to you** in the Food Stamp Program, **subtract** the coupon allotment for one person (currently $46) from the amount the boarder pays [$100 — $46 = $54 household's income from boarder].

WARNING: You can only have 2 boarders. If you have more, you will be considered a **boarding house**, and no one will get food stamps.

11. CAN PEOPLE IN NARCOTIC AND ALCOHOL TREATMENT PROGRAMS GET FOOD STAMPS?

Yes. Any narcotic addict or alcoholic participating in a private, nonprofit drug or alcoholic treatment and rehabilitation program—either as a resident or non-resident—can get food stamps.

12. HOW DO NON-PUBLIC ASSISTANCE HOUSEHOLDS QUALIFY FOR FOOD STAMPS?

There are two basic requirements: **income** and **resources** can't be too high. In addition, some household members may have to register for work (explained in paragraph 25).

REMEMBER: **Public Assistance households** and some SSI recipients (see paragraph 9) are automatically eligible. The income and resource requirements do not apply to them.

13. WHAT IS THE DIFFERENCE BETWEEN INCOME AND RESOURCES?

Sometimes the difference between income and resources is not clear. Generally, **income** is money you receive or expect to receive on a regular basis, and a **resource** is any other money or property that you have.

IMPORTANT: Money is either income or a resource. It cannot be both.

14. WHAT ARE RESOURCES?

Resources are the things you own. This includes cash you have on hand or in a checking or savings account, stocks and bonds, money from insurance settlements, inheritances, prizes and awards, and lump-sum payments from Social Security (not monthly checks) or from other sources. Resources also include things like boats and camping trailers, and land that you don't live on or rent out.

These things are **not counted as resources:**

a. Your house, lot, and one licensed vehicle.

b. Your personal belongings and household goods.

c. The cash value of your life insurance policy and pension fund.

d. Income-producing property.

e. Tools, another car, and other things you use to make a living.

f. The resources of a roomer or boarder.

g. Resources that are not available to you (Indian land held with a Tribe, irrevocable trust funds, etc.).

15. HOW MANY RESOURCES CAN YOU HAVE?

Non-Public Assistance households can have resources worth **up to $1,500.** It does not matter how many people are in the household.

There is one exception: If the household has 2 or more people and at least one of these people is age 60 or older, the household can have resources worth **up to $3,000.**

16. WHAT IS INCOME?

The Food Stamp Program uses **monthly income,** which means **all** the income received or expected to be received each month by **all** members of the household from **all** sources.

DO NOT COUNT AS INCOME THE FOLLOWING:

a. Money earned by a child under 18 who is a student at least half-time.

b. Irregular income in small amounts, such as baby-sitting money or money from odd jobs. You don't have to count this kind of income unless it adds up to more than $30 in a three-month period.

c. Money you get because you have to move due to urban renewal or highway construction.

d. Any gain or benefit which is not in money, like free housing. **However,** if you get free housing **from an employer,** and it is **decent housing,** you must count its value as income up to $25 a month.

e. Money from loans (except educational loans which don't have to be paid back until you finish school).

f. The income received **by** roomers or boarders (see paragraph 10).

g. Payments received by volunteers for services performed in any of the ACTION programs (VISTA, Foster Grandparents, R.S.V.P., etc.).

17. HOW DO YOU FIGURE OUT YOUR INCOME?

Income for the Food Stamp Program has a special meaning. It means income **after deductions.**

To figure out your monthy income for the Food Stamp Program, you should **subtract** these deductions from your income:

a. Ten per cent (10%) of your pay from work or a work training program, BUT **only up to $30 a month.**
b. Payroll deductions for local, State, and Federal taxes, Social Security, and union dues.
c. All medical bills (as long as they are **more than $10** per month).
d. Education expenses (tuition and mandatory fees only).
e. Payments for child care in order to allow a household member to work, go to school, or participate in a training program.
f. Court-ordered child support or alimony **you pay.**
g. Unusual expenses caused by a disaster, such as fire, theft, flood, etc.
h. Payments for rent (or mortgage payments) plus all utilities **which are more than 30% of your income after all the other deductions.**

IMPORTANT: There are instructions which more fully explain these deductions and show you how to compute them in paragraph 45. It is very important for you to read these instructions.

18. INCOME AND EXPENSES MUST BE FIGURED ON A MONTHLY BASIS.

In order to find out whether you can get food stamps and how much you will pay, you will have to know your **monthly income and expenses.** That means that income you get each week or every two weeks will have to be changed to monthly income. Expenses must also be figured on a monthly basis. **This is not as simple as it sounds,** because the Food Stamp Program has a special rule.

a. To figure out monthly income from weekly income, you must multiply **weekly income** by **4.3:**

EXAMPLE: Ms. Fox gets $75 a week. To find her monthly income, multiply $75 by 4.3 [$75 × 4.3 = $322.50 monthly income].

b. To figure out monthly income from income you get **every two weeks,** multiply by **2.15:**

EXAMPLE: Ms. Sills gets $120 every other Friday. To find her monthly income, multiply by 2.15 [$120 × 2.15 = $258 monthly income].

c. To figure out monthly income from income you receive **twice a month,** just add the incomes. **Twice a month is different than every two weeks** (because there are more than four weeks in some months).

EXAMPLE: Mr. Butz gets $150 on the 1st and 15th of each month. To find his monthly income, simply add the two amounts together [$150 + $150 = $300 monthly income].

IMPORTANT: When you receive income or have expenses which are for a number of months (like a school loan or tuition), the income or expense should be pro-rated (averaged over the period of time) to determine the monthly income or expense.

EXAMPLE: In September, you pay $600 for a 6-month training program. The educational deduction for September through February would be $100 a month.

19. HOW MUCH MONTHLY INCOME CAN YOU HAVE AFTER DEDUCTIONS?

To find out the **maximum monthly income** you can have and still get food stamps, look at the chart below.

REMEMBER: The income that counts is **monthly income after the deductions** listed in paragraph 17.

Find your household size at the left of the chart. Then go across the chart to the column which applies to your State. Under the heading **Maximum Monthly Income** you will find the highest amount of monthly income after deductions that your household can have and still be eligible for food stamps.

EXAMPLE: The **maximum monthly income** for a household of 4 in Puerto Rico is $500 a month after deductions.
The **maximum monthly income** for a household of 9 in Montana is $959 a month after deductions.

20. HOW MANY FOOD STAMPS WILL YOU GET EACH MONTH?

All households of the same size get the same amount of stamps. The amount of food stamps you receive each month is called the **coupon allotment.** To find out what your coupon allotment will be, look at the chart below.

Find your household size at the left of the chart. Then go across the chart to the column that applies to your State. Under the heading **Coupon Allotment** you will see how many food stamps you will receive each month.

EXAMPLE: The coupon allotment for a household of 2 in Alaska is $114 each month.

Household Size	48 STATES AND D.C.		Alaska and Guam		Hawaii		Virgin Islands		Puerto Rico	
	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment	Maximum Monthly Income	Coupon Allotment
1	$194	$ 46	$218 (Gu.) 229 (Al.)	$ 62	$218	$ 60	$194	$ 58	$194	$ 46
2	280	84	380	114	360	108	353	106	273	82
3	406	122	546	164	520	156	507	152	393	118
4	513	154	693	208	660	198	640	192	500	150
5	606	182	826	248	786	236	760	228	593	178
6	700	210	946	284	900	270	873	262	680	204
7	793	238	1066	320	1013	304	987	296	767	230
8	886	266	1186	356	1120	336	1100	330	853	256
9	959	288	1286	386	1213	364	1193	358	926	278
10	1032	310	1386	416	1306	392	1286	386	999	300
11	1105	332	1486	446	1399	420	1379	414	1072	322
12	1178	354	1586	476	1492	448	1472	442	1145	344
Each Additional	+73	+22	+100	+30	+93	+28	+93	+28	+73	+22

NOTE: This chart will change on July 1, 1975.

[* In Michigan and Wisconsin, the eligibility level for a one-person household is $210 a month.]

21. ARE THE COUPON ALLOTMENTS AND MAXIMUM MONTHLY INCOME AMOUNTS ALWAYS THE SAME?

The coupon allotments and the maximum monthly income amounts change every January 1 and July 1 to reflect changes in the cost of food.

22. HOW MUCH WILL YOU PAY FOR YOUR FOOD STAMPS?

The amount of stamps you receive depends on your family size, but the amount **you pay** for the stamps depends on your monthly income after all the deductions. The higher your income, the more you pay. To find out how much you pay, look at Chart II on page 20 of this booklet. The difference between what you pay and what you receive is called the **bonus amount.**

REMEMBER: Although all Public Assistance households are automatically eligible, they should compute their income (subtracting all their deductions) to make sure they are paying the right amount for their food stamps.

23. HOW OFTEN CAN YOU BUY FOOD STAMPS?

The Federal law says you must be allowed to buy stamps at least twice each month. In some States, you will be asked to make a decision on how often you want to buy stamps. Your decision can always be changed.

24. DO YOU HAVE TO BUY THE FULL AMOUNT?

No. You can choose to buy either all, $\frac{3}{4}$, $\frac{1}{2}$, or $\frac{1}{4}$ of your monthly coupon allotment in any month. If you choose to do this, you would pay either $\frac{3}{4}$, $\frac{1}{2}$, or $\frac{1}{4}$ of the purchase price as well. This is called **variable purchase.**

EXAMPLE: You are entitled to a **coupon allotment** of $140 worth of food stamps each month, for which you must pay $60 a month. If you bought all your stamps, twice a month you would pay $30 for $70 worth of stamps. You **could** choose, however, to buy only $\frac{1}{2}$ of your stamps each time you buy stamps (so you don't have to lay out so much money). Then twice a month you would pay $15 for $35 worth of stamps.

25. THE WORK REGISTRATION REQUIREMENT.

In order to get food stamps, some household members may have to register for work, and may have to report to a State or Federal employment service if requested. This is called the **work registration requirement.**

26. WHO MUST REGISTER?

Every **able-bodied** member of the household, between 18 and 65, must register EXCEPT:

a. Mothers or other members of the household who must care for either children under 18 or home-bound adults.

b. Students enrolled in school or a training program at least half-time.

c. People already working at least 30 hours a week.

d. Alcoholics or drug addicts who are participating either as a resident or non-resident in a treatment and rehabilitation program.

e. Those who have registered in the Work Incentive Program (WIN).

27. DO YOU HAVE TO TAKE ANY JOB OFFERED?

No. You only have to accept **suitable employment:**

A job is not **suitable,** and you don't have to take it, if you can show that:

a. it does not pay $1.30 per hour, or higher if State or Federal minimum wage applies.

b. it is harmful to your health or safety, or you can show that you are physically or mentally unable to do the work.

c. it is not in your major field of experience (after 30 days, you'll have to accept other jobs).

d. it is too far away or hard to reach.

e. it forces you to resign from a union, or prevents you from joining a union, but you may be required to accept a job even if you have to **join** a union (except if it's a **company** union).

f. it is a site where there is a strike or lockout.

If you are referred to a job, **and you accept it,** you must continue working there until: (1) the work registration requirement no longer applies to you; **OR** (2) the job is no longer **suitable; OR** (3) the job ends or you have to leave for reasons beyond your control.

If the Food Stamp Office wants you to take a job you do not consider **suitable** or which you don't want for other reasons, you have the right to a **fair hearing** to see if you have to accept the job. (Fair hearings are explained in paragraph 36.)

28. CAN PEOPLE ON STRIKE GET FOOD STAMPS?

Yes. A household cannot be refused food stamps because a member of the household is not working due to a strike or lockout at his or her regular job.

Strikers have the same requirements as anyone else does for food stamps, including the work registration requirement (see paragraph 25).

IMPORTANT: You may be denied food stamps if a court has ruled that your strike is illegal. However, we believe that a denial of food stamps for this reason would not be legal.

29. DO YOU HAVE TO BE A U.S. CITIZEN TO GET FOOD STAMPS?

No. But if you are not a citizen, you must be a legal permanent resident or have been legally admitted for permanent residence.

In a household with an alien who is not eligible for food stamps, **only the alien is ineligible,** and the rest of the household can use food stamps.

30. HOW LONG WILL YOU REMAIN ON THE FOOD STAMP PROGRAM?

Federal law says that once you apply for food stamps, you will remain eligible for a certain number of months (called the **certification period**). When you are **certified** for food stamps (told you are eligible) you will also be told when the certification period ends or it will be marked on one of the forms you receive. The certification period varies from one month to a year, but most households will be certified for three months. You should try to be certified for as long a period of time as possible.

IMPORTANT: You must apply again for food stamps before the end of your certification period so you can continue using food stamps. **If** the Food Stamp Office plans to deny you food stamps or reduce your benefits at the end of your certification period they **must** notify you before the end of the certification period.

31. DO YOU HAVE TO LIVE IN A STATE FOR A CERTAIN AMOUNT OF TIME BEFORE YOU CAN APPLY FOR FOOD STAMPS?

No. You can apply for food stamps **right away.**

32. WHAT HAPPENS IF YOU MOVE?

When you move from one food stamp area to another (like from one county to another), you have the right to keep getting your food stamps for 60 days after you move, **if** your household keeps the same members during the move. This includes a move from one State to another. The Food Stamp Office where your family lives before the move must prepare the papers to transfer your certification. The Food Stamp Office in the area you **move to** must accept these papers and let you buy your food stamps. **There should be no interruption in your use of food stamps.**

After 60 days, you must be certified again at your new location.

33. HOW DO YOU APPLY FOR FOOD STAMPS?

Public Assistance households should apply at their welfare office. They only have to fill out a simple form to receive food stamps and will usually be certified for the same length of time as their certification period for welfare.

Non-Public Assistance households and **SSI recipients** should apply at the city or county Food Stamp Office. It is usually listed in the phone book under "Food Stamps," "Dept. of Social Services," or "Welfare Dept." The person who applies on behalf of the household is called the **Head of the Household** for food stamp purposes, and that person does not have to be the wage earner. If you are physically unable to get to the Food Stamp Office to apply, you can have someone else apply for you, or the Food Stamp Office can come to your home.

> Non-Public Assistance households must fill out an application and be interviewed. The purpose of the interview is to go over the application, check on certain facts, and to figure out whether you are eligible and how much you must pay for the stamps. Although the Food Stamp Office **only has to require proof of income** and any confusing information, they usually demand proof of everything. In order to make things easier for yourself, and to make sure you pay no more than you have to for your stamps, you should bring with you **proof of all income** (pay stubs, copy of Social Security check, etc.) and **proof of all deductible expenses** (rent receipts, utility bills, medical bills, drug bills, etc.).

The law says you must answer all questions on the application honestly, and you must cooperate in giving all necessary information. The Food Stamp Office will deny you food stamps if they claim you are being "uncooperative." But while you have certain responsibilities, the Food Stamp Office also must make sure that you have a reasonable and fair opportunity to apply for food stamps.

All information which you give to the Food Stamp Office when you apply for food stamps must be kept confidential.

> IMPORTANT: The Food Stamp Office **must** give you an application when you ask for one, and they **must** accept it when you turn it in. They **must** tell you whether or not you are eligible within 30 days of the date you turn in the application. **This is alway true,** even if they tell you that you need an appointment.

34. WHAT HAPPENS AFTER YOU APPLY?

Federal law says that the Food Stamp Office must decide on your application **within 30 days of the day you applied** for food stamps. If it takes longer, the Food Stamp Office is breaking the law and you should ask for a **fair hearing** (see paragraph 36).

Once the Food Stamp Office decides that you are eligible, they must notify you and give you an **identification card** (which you should have with you when you buy and use food stamps). Then, either once or twice each month, they will mail you an **authorization-to-purchase-card** (usually called an **ATP card**). The ATP card will show how many stamps you should receive each month and how much you must pay.

REMEMBER to note the date that your certification period ends so you can be certified again for food stamps.

35. CAN YOU GET EMERGENCY FOOD STAMPS?

Yes. The Food Stamp Office can always speed up the application process for special cases. The Food Stamp Office can and should give you an **emergency ATP card** if you have been found eligible and are in immediate need of assistance.

If your income is less than $30 a month after deductions, you can be certified for **free food stamps** on the spot if it appears from the interview that you will be eligible. In cases like this, the Food Stamp Office does not need to have proof from you about your income and expenses. You can be certified for 30 days while they verify the information you gave them.

IMPORTANT: If your ATP Card, your food stamps, or the food you have purchased with your food stamps is lost, stolen or destroyed, the Food Stamp Office can and should replace them.

55673125

AUTHORIZATION TO PURCHASE CARD
SOMERSET COUNTY
Department of Social Services

THIS CARD EXPIRES:
May 31, 1971

NAME
ADDRESS

TYPE	CASE #	HH #	FREQ
NPA	350911	4	M

SIGN ON BACK OF CARD

VARIABLE PURCHASE OPTIONS - CHECK ONE

Full Allotment ☐	¼ Allotment ☐	½ Allotment ☐	¾ Allotment ☐
You Pay $ 25.00	You Pay $ 18.75	You Pay $ 12.50	You Pay $ 6.25
Bonus Stamps $ 83.00	Bonus Stamps $ 62.25	Bonus Stamps $ 41.50	Bonus Stamps $ 20.75
Total Stamps $108.00	Total Stamps $ 81.00	Total Stamps $ 54.00	Total Stamps $ 27.00

2	3	10	30	2	3	10	30	2	3	10	30	2	3	10	30
1	2	1	3	1	3	1	2	2	0	2	1	2	1	2	0

Sample ATP Card

36. WHAT IS A FAIR HEARING?

A **fair hearing** is the way to appeal any action taken by the Food Stamp Office that is harmful to you. You always have the right to a fair hearing whenever you disagree with any Food Stamp Office action. The fair hearing allows you to tell **your** story, and to show why the action taken by the Food Stamp Office was wrong and why it should be changed.

Usually, the hearing is held by the State agency (called an Agency hearing). However, in **some States** you may first have to have another kind of hearing at the local Food Stamp Office called an **evidentiary hearing.** You can appeal the decision of the local evidentiary hearing to an Agency hearing **within 15 days** of the date the decision of the first hearing is sent to you. If you **do** appeal the first decision, make sure that when you request the **Agency hearing** that you ask that it be a **new hearing** (because if not, the second hearing will simply be somebody higher up reading over the report of the first hearing).

37. HOW DO YOU ASK FOR A FAIR HEARING?

Even though you can request a fair hearing orally, you should always ask for a fair hearing from the Food Stamp Office **in writing.** Either the Head of the Household, or someone he or she appoints, can ask for the fair hearing. If you have trouble doing this, the Food Stamp Office must help you.

Send your fair hearing request to the Food Stamp Office. It only has to be a statement saying that you want a fair hearing, and the reason you want it (for example, "My income was figured incorrectly" or "I was denied food stamps"). The Food Stamp Office will arrange the hearing, but the time, place, and date must be convenient for you. They must notify you in writing about the time and place enough in advance to allow you to prepare. If you cannot make it to the hearing, you have to notify them to change the date.

38. YOU HAVE THE RIGHT TO BE TOLD ABOUT ANY ACTION THE FOOD STAMP OFFICE PLANS TO TAKE AGAINST YOU.

Federal law says that the Food Stamp Office **must** notify you **10 days before it plans to take any harmful action against you** (like not giving you food stamps or charging you more). They must give you reasons for the action, and must tell you of your right to a fair hearing.

They **do not** have to notify you when your certification period is coming to an end, **unless** they plan to take some action against you that would keep you from continuing using food stamps (even though many States **do** notify you).

39. YOU HAVE THE RIGHT TO CONTINUE RECEIVING FOOD STAMPS AFTER YOU ASK FOR A FAIR HEARING.

You can appeal by asking for a fair hearing usually up to 30 days (or sometimes more) after you've been notified of a planned action against you. But if you appeal **within 10 days** after you've been notified, you have a right to continue receiving the same benefits until the fair hearing decides whether or not the planned action against you is right or wrong. The Food Stamp Office is allowed to continue your benefits even if you ask for the fair hearing after the 10-day period is over.

NOTE: If your State is using the 2-hearing system (see paragraph 36), then your benefits will not be continued if you lose the first hearing.

40. YOU HAVE IMPORTANT RIGHTS UNDER THE FAIR HEARING PROCESS.

You have the RIGHT:

a. To adequately prepare for the fair hearing. This means the right for you or your representative to look at all documents and records which might be used at the fair hearing. This also means giving you enough time to do it well.
b. To have someone with you to represent you at the fair hearing (a lawyer, social worker, friend, or anybody you choose).
c. To bring witnesses to support your arguments.
d. To ask questions of any witness used by the Food Stamp Office, or of anybody else.
e. To present arguments or evidence to support you and to reply to the Food Stamp Office's arguments.

Also, the Food Stamp Office cannot deny or end a hearing until **you** withdraw the request or fail to show up for the hearing without a good cause.

41. YOU HAVE THE RIGHT TO A DECISION ON YOUR FAIR HEARING WITHIN 60 DAYS.

You have the RIGHT to a final decision on your fair hearing **within 60 days from the date you requested the hearing.** You must be notified in writing. This notification must give you specific reasons for the decision and give evidence which supports that decision.

42. WHAT IF THE FOOD STAMP OFFICE MAKES A MISTAKE?

If the Food Stamp Office charges you too much for your stamps, you are entitled to a **cash refund** for the amount they overcharged you.

If, for some reason, you have not been allowed to get food stamps and you really are eligible, ask for a fair hearing. If that fair hearing shows that the Food Stamp Office was wrong (or they admit it without a fair hearing), you are entitled to the food stamps you should have had. These are called **retroactive benefits.** You will receive these benefits by paying nothing for your stamps until the amount you lost is recovered. This is why it is important to always ask for a fair hearing if you think the Food Stamp Office has made a mistake that harms you.

If you know anyone who could not get food stamps because the Food Stamp Office made a mistake, tell them about the right to retroactive benefits. They might benefit from the information if they are still eligible for food stamps.

43. WHAT IF YOUR INCOME CHANGES?

You must tell the Food Stamp Office any time there is a change in your income or deductible expenses **over $25 a month,** or any other change in your household situation (like people moving in or out of the house).

You must report these changes **within 10 days** of when you know they have occurred, and the Food Stamp Office must act on it within 10 days.

44. WHERE CAN YOU BUY FOOD STAMPS?

Each State decides how and where it wants to sell food stamps. Some States sell stamps at the Food Stamp Offices and some do it through the mail. Other States pay banks and post offices to sell stamps (and pay them a fee for each sale).

Community organizations and credit unions can also sell stamps if they are approved by the State. The State would pay to these groups the same fees that it would pay to banks or post offices.

The purchase itself should be simple: The Head of the Household (or a person he or she appoints) goes to the place of sale with the ATP card and the identification card. Then that person pays the amount listed on the ATP card (or a specific portion of it—see paragraph 24) and receives the stamps.

NOTE: Public Assistance households may, if they want to, have the cost of food stamps subtracted from their welfare checks, and have their full coupon allotment mailed to them with their welfare check. They can only do this if they wish to buy their **full** coupon allotment. (The States do not have to do this until July 1, 1975).

45. INSTRUCTIONS ON HOW TO FIGURE YOUR INCOME.

Income deductions must be figured out in the order given here. The chart in paragraph 47 will help you do it. But before you begin, you should read these instructions a few times and then read the example on the next page.

(a) Put down your total pay from work or a training program, **before** payroll deductions (your gross pay). Be sure to use MONTHLY figures, following the rules in paragraph 18.

(b) Figure 10% of your gross pay in (a). (To figure out 10%, move the decimal point one place to the left.)

(c) Now put down your take-home pay, again using monthly figures.

(d) **SUBTRACT** the answer you got in (b) from the answer to (c). But, if the answer you got in (b) was more than $30, then subtract **only $30** instead of the full 10%.

(e) **ADD** all other income your household gets each month. Income was discussed in paragraph 15. Don't forget: Some income is not counted.

(f) Now **SUBTRACT** all medical bills that have been paid for in the month you're figuring income for **IF** those bills add up to more than $10. Medical bills include doctor and dentist bills; hospital bills; prescription drugs and over-the-counter medicine prescribed by a doctor; medicare and insurance payments; transportation to and from the doctor or hospital; and more.

(g) Now **SUBTRACT** all educational expenses for tuition and fees only.

(h) **SUBTRACT** court-ordered child support or alimony payments that **you** must pay.

(i) **SUBTRACT** payment you make to have someone take care of your child while you work, go to school, or participate in a training program.

(j) **SUBTRACT** any expenses the household had because of a disaster, such as fire, theft, flood, etc.

(k) Now you have to figure your **shelter deduction.** First look at Chart I (on page 19) called SHELTER STANDARDS. Find your income after you have subtracted all the other deductions listed above. The figure shown across from your household income is your SHELTER STANDARD.

(l) Now put down your **SHELTER COSTS.** Shelter costs include your rent or mortgage payment, your utilities (heat, electricity, water, sewage), and the basic monthly charge for a telephone. Some States may start to use a **standard utility allowance** to determine utility costs. However, if you can show that your utility costs are greater than the State's allowance, you can use your actual costs.

(m) If your **shelter costs** are greater than your **shelter standard,** subtract the shelter standard from the shelter costs. The answer is your **SHELTER DEDUCTION.**

(n) **SUBTRACT** your shelter deduction from your monthly income after the other deductions.

(o) After you have taken all those deductions, the answer is your **FOOD STAMP INCOME.** It is this final figure which you use to see if you are eligible, and to find out how much you must pay for your food stamps.

Now look at the example in paragraph 46. After you have read the example, try to figure your own income (use the form provided on page 18).

46. EXAMPLE

Mr. and Ms. Baggins live in Shire. Mr. Baggins works at a ring factory, where he makes $120 a week before payroll deductions. His take-home pay is $105. In addition to this income, Ms. Baggins, who has been married before, gets $25 a month from her first husband. Ms. Baggins' only child, Sam, who is 16, has a part-time job after school. He earns $10 a week.

The Baggins must pay $15 a month for hospital insurance and Ms. Baggins must pay $12.50 a month for her allergy medicine. In addition to these expenses, Mr. Baggins, who has also been married before, must pay his first wife $20 a month in alimony.

The Baggins' household must pay $130 a month for rent, plus $8 for a telephone and $50 a month for heat and utilities.

What is the Baggins' monthly income for food stamps?

ANSWER TO EXAMPLE:

(a) Mr. Baggins' income from working before payroll deductions is $516 a month ($120 × 4.3 = $516).

(b) You need to know 10% of the Baggins' gross pay in (a), which is $51.60 (10% × $516 = $51.60).

(c) Mr. Baggins' take-home pay is $451.50 per month ($105 × 4.3 = $451.50).

(d) Subtract the 10% figure in (b) from Mr. Baggins' take-home pay in (c). **Remember,** the 10% deduction is limited to $30 The Baggins' income is now $421.50 ($451.50 — $30 = $421.50).

(e) Now add the $25 a month child support Ms. Baggins gets, and the monthly income becomes $446.50 ($421.50 + $25 = $446.50).
The money earned by Sam is not counted because he is under 18 and a student at least half-time.

(f) Now subtract the Baggins' medical expenses of $27.50 ($15 + $12.50 = $27.50), and their income is $419 ($446.50 — $27.50 = $419).

(g) Now subtract the $20 a month that Mr. Baggins must pay to his first wife, and the Baggins' income is $399 ($419 — $20 = $399).

(h) To figure the Baggins' shelter deduction, first look at Chart I to find the Baggins' shelter standard, which is $117.

(i) Next, figure the Baggins' shelter costs, which total $188.00 ($130 + $8 + $50 = $188).

(j) Since the Baggins' shelter costs are more than their shelter standard, subtract the shelter standard from the shelter costs. The answer of $71.00 is their **shelter deduction** ($188 — $117 = $71)

(k) Finally, subtract the shelter deduction from the Baggins' income to get their final **food stamp income** of $328 ($399 — $71 = $328).

The Baggins' food stamp income is $328 a month. If you look at Chart II, you will see that their 3-person household will pay $88 and receive $122 worth of stamps.

47. INCOME WORK SHEET

Before you use this chart, make sure that the household is eligible under the resource requirement (see paragraph 15), and make sure you know the number of people in the household. Then figure out the household's monthly income by using this chart.

____ number of household members? _____

____ amount of household's resources? _____

Before you begin, please read the instructions in paragraph 45 and the example in paragraph 46.

(a) Give **monthly** income from work or work training program before payroll deductions _____

(b) Take 10% of the answer to (a) **up to $30.00** _____

(c) Give **monthly** take-home pay _____

(d) **Subtract** the answer to (b) from (c) — _____

ANSWER = _____

(e) **Add** ALL other incomes + _____

ANSWER = _____

(f) **Subtract** all medical bills **if totaling over $10 a month** — _____

ANSWER = _____

(g) **Subtract** educational expenses (tuition and mandatory fees only) — _____

ANSWER = _____

(h) **Subtract** court-ordered child support or alimony you pay — _____

ANSWER = _____

(i) **Subtract** child care payments you must make in order to work, go to school, or participate in a training program — _____

ANSWER = _____

(j) **Subtract** any unusual expenses because of a disaster — _____

ANSWER = _____

(k) **Subtract** your shelter deduction (if your shelter costs are greater than your shelter standard)

Shelter Costs _____
— Shelter Standard _____
= Shelter Deduction

— _____

ANSWER = _____

The last answer is your Food Stamp Income for determining eligibility and the amount you must pay for your stamps.

CHART I — SHELTER STANDARDS

Use this chart to help you figure your **shelter deduction**. Before using it, however, be sure to read the instructions in paragraph 45 and the example in paragraph 46.

Remember: the **income** figure used here is income after the other deductions (payroll deductions, taxes, medical expenses, etc.).

INCOME (after other deductions)	SHELTER STANDARD	INCOME (after other deductions)	SHELTER STANDARD
$ 0 — 29.99	$ 0	$260-269.99	$ 78
30 — 39.99	9	270-279.99	81
40 — 49.99	12	280-289.99	84
50 — 59.99	15	290-299.99	87
60 — 69.99	18	300-309.99	90
70 — 79.99	21	310-319.99	93
80 — 89.99	24	320-329.99	96
90 — 99.99	27	330-339.99	99
100 — 109.99	30	340-349.99	102
110 — 119.99	33	350-359.99	105
120 — 129.99	36	360-369.99	108
130 — 139.99	39	370-379.99	111
140 — 149.99	42	380-389.99	114
150 — 159.99	45	390-399.99	117
160 — 169.99	48	400-409.99	120
170 — 179.99	51	410-419.99	123
180 — 189.99	54	420-429.99	126
190 — 199.99	57	430-439.99	129
200 — 209.99	60	440-449.99	132
210 — 219.99	63	450-459.99	135
220 — 229.99	66	460-469.99	138
230 — 239.99	69	470-479.99	141
240 — 249.99	72	480-489.99	144
250 — 259.99	75	490-499.99	147
		500-509.99	150

For monthly income over $509.99, the shelter standard is 30% of monthly income after deductions.

CHART II—COUPON ALLOTMENT & PRICE CHART (January 1 to June 30, 1975)

This chart tells you how many stamps you will receive each month (the **coupon allotment**) and how much you must pay. **It only applies to the 48 States and D.C.** Your monthly cost depends on your income after deductions and your household size. To find out what you pay, look at the left side of the chart until you find the category your income fits into. Look across the top and find your household size. Where these two columns meet is the amount you will have to pay each month.

> EXAMPLE: A 5-person household has monthly income of $240. Look down the chart and find **$230 to 249.99.** Now look across the top and find a household of 5. They will pay $66 and get $182 worth of food stamps.

FOR A HOUSEHOLD OF:	1	2	3	4	5	6	7	8	9	10	11	12
THE MONTHLY COUPON ALLOTMENT IS:	$46	$84	$122	$154	$182	$210	$238	$266	$288	$310	$332	$354
AND THE MONTHLY COST IS:												
Monthly Income After Deductions												
$ 0 to 19.99	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
20 to 29.99	1	1	0	0	0	0	0	0	0	0	0	0
30 to 39.99	4	4	4	4	5	5	5	5	5	5	5	5
40 to 49.99	6	7	7	7	8	8	8	8	8	8	8	8
50 to 59.99	8	10	10	10	11	11	12	12	12	12	12	12
60 to 69.99	10	12	13	13	14	14	15	16	16	16	16	16
70 to 79.99	12	15	16	16	17	17	18	19	19	19	19	19
80 to 89.99	14	18	19	19	20	21	21	22	22	22	22	22
90 to 99.99	16	21	21	22	23	24	25	26	26	26	26	26
100 to 109.99	18	23	24	25	26	27	28	29	29	29	29	29
110 to 119.99	21	26	27	28	29	31	32	33	33	33	33	33
120 to 129.99	24	29	30	31	33	34	35	36	36	36	36	36
130 to 139.99	27	32	33	34	36	37	38	39	39	39	39	39
140 to 149.99	30	35	36	37	39	40	41	42	42	42	42	42
150 to 169.99	33	38	40	41	42	43	44	45	45	45	45	45
170 to 189.99	36	44	46	47	48	49	50	51	51	51	51	51
190 to 209.99	36	50	52	53	54	55	56	57	57	57	57	57
210 to 229.99	56	58	59	60	61	62	63	63	63	63	63	63
230 to 249.99	62	64	65	66	67	68	69	69	69	69	69	69
250 to 269.99	64	70	71	72	73	74	75	75	75	75	75	75
270 to 289.99	64	76	77	78	79	80	81	81	81	81	81	81
290 to 309.99	82	83	84	85	86	87	87	87	87	87	87	87
310 to 329.99	88	89	90	91	92	93	93	93	93	93	93	93
330 to 359.99	94	95	96	97	98	99	99	99	99	99	99	99
360 to 389.99	100	104	105	106	107	108	108	108	108	108	108	108
390 to 419.99	104	113	114	115	116	117	117	117	117	117	117	117
420 to 449.99	122	123	124	125	126	126	126	126	126	126	126	126
450 to 479.99	130	132	133	134	135	135	135	135	135	135	135	135
480 to 509.99	130	141	142	143	144	144	144	144	144	144	144	144
510 to 539.99	130	150	151	152	153	153	153	153	153	153	153	153
540 to 569.99	154	160	161	162	162	162	162	162	162	162	162	162
570 to 599.99	154	169	170	171	171	171	171	171	171	171	171	171
600 to 629.99	154	178	179	180	180	180	180	180	180	180	180	180
630 to 659.99	178	188	189	189	189	189	189	189	189	189	189	189
660 to 689.99	178	197	198	198	198	198	198	198	198	198	198	198
690 to 719.99	178	202	207	207	207	207	207	207	207	207	207	207
720 to 749.99	202	216	216	216	216	216	216	216	216	216	216	216
750 to 779.99	202	225	225	225	225	225	225	225	225	225	225	225
780 to 809.99	202	226	234	234	234	234	234	234	234	234	234	234
810 to 839.99	226	243	243	243	243	243	243	243	243	243	243	243
840 to 869.99	226	244	252	252	252	252	252	252	252	252	252	252
870 to 899.99	226	244	261	261	261	261	261	261	261	261	261	261
900 to 929.99	244	262	270	270	270	270	270	270	270	270	270	270
930 to 959.99	244	262	279	279	279	279	279	279	279	279	279	279
960 to 989.99	262	280	288	288	288	288	288	288	288	288	288	288
990 to 1019.99	262	280	297	297	297	297	297	297	297	297	297	297
1020 to 1049.99	262	280	298	298	298	298	298	298	298	298	298	298
1050 to 1079.99	280	298	298	298	298	298	298	298	298	298	298	298
1080 to 1109.99	298	298	298	298	298	298	298	298	298	298	298	298
1110 to 1139.99	298	298	298	298	298	298	298	298	298	298	298	298
1140 to 1179.99	298	298	298	298	298	298	298	298	298	298	298	298

To find the coupon allotment for households with over 12 people, add $22 to the coupon allotment of an 8-person household for each additional person.

INDEX TO CITATIONS

This index is keyed to the paragraph numbers in this booklet, with some miscellaneous provisions at the end. There are citations both to the Code of Federal Regulations [Title 7, Chapter II] and to the Food Stamp Act, as amended [Title 7 of the U.S. Code]. References to the Federal Instructions for the Food Stamp Program (Food and Nutrition Service, USDA) were added where especially helpful. All three sources are available from the U.S. Department of Agriculture Regional Offices (Princeton, N.J.; Atlanta, Ga.; Dallas, Tex.; Chicago, Ill.; and San Francisco, Calif.).

PARAGRAPH NUMBER AND TITLE	CODE OF FEDERAL REGULATIONS	U.S. CODE
1. The Food Stamp Program	7 C.F.R. §270 **et seq.**	7 U.S.C. §2011 **et seq.**
—financing	§271.2(a) (new instructions pursuant to P.L. 93-347 (7/12/74) expected.	§2024
—mandatory nationwide implementation	§271.1(i)	§2019(e)
2. Definition of "eligible food"	§270.2(s)	§2012(b)
—in Alaska	§271.3(a)(5)	§2026
3. Participation of retail food stores, wholesale food concerns	§272 **et seq.**	§2012(f); §2013(a) §2015(b); §2017(a)
—non-profit meal delivery systems	§270.2(s); §271.3(a)(2) §272.1(c)	§2012(f) §2019(h)
—Nutrition Programs for the Elderly	§270.2(s) and (m) §271.3(a)(3)	
Use of food stamps	§271.9	
4. Household eligibility	[see FNS instruction 732-1]	
—Public Assistance households	§270.2(v) and (ff)	
—automatic eligibility	§271.3(b)	
—simplified application	§271.4(a)(1)	
—Non-Public Assistance households	§271.3 **et seq.**	§2014(a)
5. Definition of **household**	§270.2(jj) [see FNS instruction 732-1 (§2101)]	§2012(e)
6. Definition of **economic unit**	[see **household**; also **Knowles v. Butz,** 358 F. Supp. 228 (N.D. Calif. 1973)]	
8. One-person household	§270.2(jj)	§2012(e)
9. SSI eligibility	§271.10	§2012(e)
10. Roomers and boarders		
—definitions-see **household,** also	§270.2(tt) and (j)	
—roomers' and boarders' income	§271.3(c)(1)(i)(c) and (d)	
—boarding house	§270.2(k)	
11. Treatment centers	§270.2(q) and (jj); §271.3(a) (4)	§2012(e) and (n) §2014(c); §2019(h)
14. Resources	§271.3(c) **et seq.**	§2014(b)
—definition	§271.3(c)(4)(ii) and (iii)	
—maximum	§271.3(c)(4)(i)	
16. Income	§271.3(c) **et seq.**	§2014(b)
—definition	§271.3(c)(1)	
—exclusions	§271.3(c)(1)(ii)	
—deductions	§271.3(c)(1)(iii)	
18. Computing monthly income	[see FNS instructions 732-1 (§2303)]	
—averaging income	§271.3(c)(2)(i),(ii) and (iii)	
19. Income eligibility standards	§271.3(c)(3) [see **Federal Register,** April 11, 26, and 29, 1974]	§2014(b)

PARAGRAPH NUMBER AND TITLE	CODE OF FEDERAL REGULATIONS	U.S. CODE
20. Coupon allotments	§271.5 [see **Fed. Reg. cite in** #19]	§2016(a)
—semi-annual adjustment		§2016(a)
22. Purchase price	[see **Fed. Reg.** cite in #19]	§2016(b)
—"free coupons" or "bonus amount"	§270.2(dd)	
23. Coupon issuance	§271.6 **et seq.**	§2015, §2023(a)
—Public assistance withholding	§271.6(d)(2)	§2019(e)(7)
—frequency of issuance	§271.6(d)(4)	§2019(e)(6)
—variable purchase	§271.6(d)(3)	§2016(b)
	[see also **Giguere v. Affleck,** 370 F. Supp. 154 (D.R.I. 1973)]	
25. Work Registration Requirement	§271.3(d) **et seq.**	§2014(c)
—**suitable** employment	§271.3(d)(3) and (5)	
	[see FNS instruction 732-1 (§2220)]	
28. Eligibility of strikers	§271.3(d)(4)	§2014(c)
—illegal strikes	§271.3(d)	
29. Citizenship	§271.1(e)	
30. Certification periods	§271.4(a)(4)	
—notification to deny participation prior to end of cert. period	§271.4(a)(3)	
31. Residency	§271.1(e)	
32. Certification continuation when moving	§271.4(a)(6)	§2019(e)
	[see FNS instruction 732-1 (§2420)]	
33. Application, initial	[see FNS instruction 732-1 (§2100)]	
—certification	§271.4(a)(1) and (2)	
—verification	§271.4(a)(2)(iii)	
—Head of Household, def.	§270.2(gg)	
—authorized representative	§270.2(h)	
—applicant responsibilities	§271.3(a)(1)(i) and (ii)	
	§270.4(d)	
34. Application, processing	§271.4(a)(3)	
—identification card	§271.4(a)(7); §271.9(b)	
—ATP card	§270.2(e)	§2012(m)
—30-day notification	§271.1(h), §271.4(a)(3)	
—requirement to accept application	[FNS instruction 732-1 (§2020)]	
35. Emergency food stamps	[see also **Giguere**; cite in #23]	
—emergency ATP card in immediate need, loss, or theft	FNS instruction 734-2	
—free food stamps	§271.4(a),2)(iii)	
36. Fair Hearings	§271.1(o) **et seq.**	§2019(e)(8)
—requesting	§271.1(o)(2)	
—convenience in time and place	§271.1(o)(5)	
—evidentiary hearing	§271.1(o); §271.1(o)(9)(ii)	
[NOTE: Fair hearings are more fully explained in FNS instruction 732-1(§2500)]		
38. Notice of adverse action	§271.1(n)	
—when not required	§271.1(n)(2)	

PARAGRAPH NUMBER AND TITLE	CODE OF FEDERAL REGULATIONS	U.S. CODE
39. Continued participation pending appeal	§271.1(n)(4)	
40. Due process rights under fair hearing process	§271.1(o)(5)	
—denying or dismissing	§271.1(o)(3)	
41. Prompt fair hearing decision	§271.1(o)(7) and (8)	
—60-day limit	§271.1(o)	
42. Cash refunds Retroactive benefits	§271.1(p) [see FNS instruction 736-2] See **Federal Register,** Vol 39, No. 70, (4/10/74); [see also: **Bermudez v. USDA,** 348 F. Supp. 1279 (D.D.C. 1972); **aff'd.,** 490 F. 2d. 718 (D.C. Cir. 1973); **cert. denied** 94 S. Ct. 737 (1973)	
43. Reporting changes	§271.3(a)(1)(iii)	
44. Purchasing food stamps	§271.6	§2019(b); §2025(a)
—State options on sales	§271.6(d)	
—Public Assistance withholding	§271.6(d)(2)	
MISCELLANEOUS		
Administration of Food Stamp Program	§270.3	§2013
—funding requirements	§271.1(h) [see also paragraph #1]	§2024(a)
—USDA payments	§271.2	§2024(b)
Banks, participation of	§272.5	§2018
Disasters	§274 **et seq.** [see FNS instruction 732-3]	§2014(b)
Disqualification of retail stores	§272.6	§2020
Dual implementation of food stamps and commodities	§271.1(a)	§2013(b)
Financial liabilities of State agency	§271.7	
—gross negligence	§271.7(a)	
—collection of nonfraud claims	§271.7(e) [see also FNS instruction 736-1]	
Food stamps		
—as obligations to U.S., crimes and offenses	§270.4	§2023(b), (c), and (d)
—as income or resources	§271.1(b)	§2016(c)
Implementation of regulations	§271.1(c)	
Methods of distributing, using, and accounting for coupons and receipts	§271.6	
—surety bond coverage	§271.6(h)	
Nondiscrimination	§271.1(d)	§2019(c)
Plan of Operation	§271.1(i); §271.8	§2019(e)
—outreach	§271.1(k)	§2019(e)(5)
—extension of Program to every political subdivision	§271.1(i)	§2019(e)
Prohibition of aid reduction	§271.1(c)	§2019(d)
Public information	§271.1(q)(1) and (2) [see also 7 C.F.R. §295 **et seq.**]	

SUGGESTIONS FOR COMMUNITY ACTION

Community groups can do a great deal to insure that everyone who is eligible for food stamps has a chance to participate. These groups can also make sure that the Food Stamp Program operates the way it is supposed to in their community. Here are some suggestions for community action:

1. ORGANIZE FOOD STAMP CAMPAIGNS

Food Stamp Campaigns can accomplish many different things in your community. Two specific goals should be increasing public awareness of how the program works and making sure that everyone who is eligible and wants to participate has the opportunity.

While techniques can vary a great deal from one community to another, the general idea is to publicize the program as much as possible, focusing attention on who is eligible. Techniques for publicity include public service ads on T.V. and radio and in newspapers; posters and other advertising in stores; asking grocery stores to mention food stamps in their ads; leaving signs and information at places where low-income people go (like churches, shopping centers, factories, hospitals and clinics, housing projects and laundromats); and getting public officials or influential people to issue statements urging people to use food stamps.

Other techniques used in Food Stamp Campaigns are: leafleting—directly approaching people with information on the street or in stores or shopping centers; door-knocking campaigns, to get to hard-to-reach people; and sign-up campaigns, using a combination of techniques to help people through the whole process of applying for food stamps.

2. USE YOUR POLITICAL MUSCLE

When the Food Stamp Program is not operating the way it should in your community, one way to correct that is to organize with other concerned people. One person acting alone is often ignored, but many people working together can get something done. Mass actions (like demonstrations) are often very effective in changing the attitudes and procedures in a local food stamp office.

The Food Stamp Program is a good issue to rally people to action, whether your purpose is a general effort to increase participation or a mass effort to tackle a specific problem. In any case, it is important to get as much support as possible from other organizations, and to make good use of the newspapers, T.V. and radio.

3. GET STATE AND LOCAL OFFICIALS TO APPLY PRESSURE

It is often very hard to get officials to change their actions, even when people are being hurt. Sometimes, pressure from state or federal officials can force local officials to comply with the law and protect the rights of low-income people. If the Food Stamp Program is not operating the way it should in your community, send your complaint to the proper state official **and** to: Royal Shipp, Food Stamp Director, Food and Nutrition Service, Department of Agriculture, Washington, D.C. 20250. Send copies of your complaint to George McGovern, Chairman, Senate Select Committee on Nutrition and Human Needs, Washington, D.C. 20510, and to the Food Research and Action Center (FRAC) at the address below.

4. BRING IN EXPERTS TO HELP IN YOUR COMMUNITY

Sometimes outside help is necessary to assist you in organizing for local action. There are people available who can help you learn the facts, train community workers, or give you other advice you might need. The people below can help, or put you in touch with people who can help:

For Organizing Campaigns and for Training:
Jeff Kirsch, Kay Kosow

For Legal Help:
Steve Brooks, Diane Fuchs, Jay Lipner, Ron Pollack
Roger Schwartz

at the:
Food Research and Action Center (FRAC)
25 West 43rd Street
New York, New York 10036
(212) 354-7866

For Additional Information and a Weekly Newsletter:
Robert Greenstein

at the:
Community Nutrition Institute
1910 K Street, N.W.
Washington, D.C. 20006
(202) 833-1730

THE FOOD RESEARCH AND ACTION CENTER is a private, non-profit public interest law firm and advocacy center working with the poor and near-poor to end hunger and malnutrition in the United States. FRAC offers legal assistance, organizing aid, training, and information to poor people and their groups working to improve and expand the Federal food programs (food stamps, school lunch/breakfast, day-care and summer feeding, WIC, and Nutrition Programs for the Elderly).

FRAC'S GUIDE TO THE FOOD STAMP PROGRAM prepared by Jeff Kirsch and Jay Lipner. Copies are available for $.50 (free to people or community groups who cannot afford it).

The following FRAC publications are also available, free to those who cannot afford to pay:

- **If We Had Ham, We Could Have Ham and Eggs . . . If We Had Eggs:** A Study of the National School Breakfast Program, 145 pages, $2.00.
- **Every School Has A Right to the National School Breakfast Program,** a 14-page pamphlet describing the Program and outlining methods of organizing a school breakfast campaign, $.25.
- **Out To Lunch: A Study of USDA's Day-Care and Summer Feeding Programs,** 94 pages, $2.00.
- **More Than Tea and Toast:** A Guide to Community Groups Organizing Nutrition Programs for the Elderly, free.
- Copies of current legislation affecting the food programs.

For materials or assistance, contact:

Food Research and Action Center
25 West 43rd Street
New York, New York 10036
(212) 354-7866